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WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

No. 94-3

DOCUMENTS DEPT.
APR 26 1994
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Date:

April 22, 1994

To:

Department Heads
Appointing Officers
Personnel Officers
Employee OrganizationsPUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MI (541) BOX 41

From:

Wendell L. Pryor
Human Resources Director**SUBJECT: NOTICE OF NEW PROCEDURE FOR CLASSIFICATION ACTIONS**

The passage of Proposition L in November 1993 and the resultant change in Civil Service Commission Rules have transferred the authority for final classification action to the Human Resources Director, subject to appeal to the Civil Service Commission. Therefore, the following procedure for classification matters is being issued in accordance with these changes.

All requests for classification action from department heads, appointing officers, employees, or employee organizations will be forwarded to the Human Resources Director. Requests received will be forwarded to the Operations and Employee Relations Divisions for their review, coordination, and recommendations.

Recommendations for classification action will be posted for seven (7) calendar days on the official Department of Human Resources Bulletin Boards located in City Hall (outside Room 151) and at 44 Gough Street, 1st Floor Lobby. Attached is a copy of the format in which Notice of Proposed Classification Actions will be posted. Requests to discuss classification recommendations must be submitted in writing to:

Human Resources Director
Department of Human Resources
Room 154C, City Hall
San Francisco, CA 94102

If no requests to meet are received during the posting period, the recommendations will become final immediately. All requests must be received no later than close of business, seven (7) calendar days from the posting date of the notice.

Regarding those matters for which timely requests to meet have been received, notification of final determination will be sent to the applicable parties. Final decisions may be appealed to the Civil Service Commission in accordance with Civil Service Commission Rule 7.07. No action by the Human Resources Director which is the subject of any appeal shall be stayed during the appeal process except by a majority vote of the Civil Service Commission. For those classification actions which the request to meet resulted in a change in recommended action, a new Notice in Proposed Classification Action will be posted subject to the same procedure as outlined earlier in this memorandum.

If you have any questions on this procedure, please contact your Operations Division Team Leader or Geoffrey Rothman, Operations Division Manager.

Attachment

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS
BY THE HUMAN RESOURCES DIRECTOR**

Notice No.: _____
Posting Date: _____

The following actions are being posted in accordance with Rule 7.06. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

<u>ITEM #</u>	<u>DEPT/DIV</u>	<u>NO.</u> <u>POS.</u>	<u>BUDGETED CLASS & RATE</u>	<u>PROPOSED CLASS</u>
000-93/94-0				

AMEND THE FOLLOWING CLASS SPECIFICATION:

<u>000-93/94-0</u>	<u>Existing Class Title</u>	<u>Proposed Changes</u> (See attached spec)
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CONSOLIDATE THE FOLLOWING CLASSES:

<u>000-93/94-0</u>	<u>From:</u>	<u>To:</u>
--------------------	--------------	------------

ABOLISH THE FOLLOWING CLASSES: (effective Month/Day/Yr)

000-93/94-0

cc: Department Appointing Officer
Employee Organization
Carl Bunch, ERD
DHR Support Services

Requests to meet on an item should be addressed to the Human Resources Director, City Hall, Room 154C, San Francisco, CA 94102. All requests must be received no later than close of business seven (7) calendar days from the posting date.

Copies of this notice may be obtained from the Information Center, 1st Floor, 44 Gough Street. For additional information regarding these proposed actions, please contact (Name & Phone of Team Leader).

3159R/3

Pg. 1 of 1



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: May 17, 1994

TO: Appointing Officers
Departmental Personnel Officers

FROM: Wendell L. Pryor
Director of Human Resources

SUBJECT: Annual Report Requirement Regarding Sexual Harassment Claims Filed by City and County Employees

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MAY 24 1994
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San Francisco Administrative Code, Chapter 16, Section 16.9-25(d), states:

"The Civil Service Commission shall annually report to the Board of Supervisors, the Mayor, the Human Rights Commission, and the Commission on the Status of Women the number of claims filed, the number of claims pending, the Departments in which claims have been filed and such other information the Commission determines necessary regarding problems in enforcement under this section."

So that a timely and accurate report can be made to the Mayor, the Board of Supervisors, the Human Rights Commission, and the Commission on the Status of Women, I am reminding departments of this requirement and requesting that each department forward data specifying the number of sexual harassment claims filed, the number pending for Fiscal Year 1993-94, and the specific resolution of each claim that was resolved (such as: cause finding; administrative closure; insufficient evidence; or settled). As defined in this Ordinance, a claim of sexual harassment shall be formal or informal, written or verbal. All such claims within the knowledge of the department must be reported.

Please forward this data to Esther Leong, Department of Human Resources, Room 151 City Hall, on June 20, 1994. Should you have any questions, please contact her at 554-4743.

Thank you for your cooperation in responding to this Ordinance requirement.

cc: Evelyn Hogan-Jackson
Dennis Caines

File

2034C

MEMORANDUM

DATE: May 27, 1994

TO: Appointing Officers
Personnel Officers
Employee OrganizationsPUBLIC LIBRARY
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DOCUMENTS SECTION
1 ML (54) BOX 41FROM: Wendell L. Pryor
Human Resources DirectorSUBJECT: 1. TEMPORARY SUSPENSION OF CERTIFICATIONS AND ORAL
AUTHORIZATIONS FOR CERTAIN CLASSES
2. TEMPORARY SUSPENSION OF EMPLOYEE TRANSFERS,
REINSTATEMENTS, REAPPOINTMENTS, DISABILITY TRANSFERS AND
RULE 34 APPOINTMENTS

Due to the current budget situation and the anticipation that a large number of layoff notices will be issued in the coming weeks, effective immediately, I am directing the staff of the Human Resources Department to withhold certifications from eligible lists and issuance of oral authorizations in classes where notifications of layoffs have already been received.

In addition, I am temporarily suspending any certifications due to employee transfers, reinstatements, reappointments, disability transfers, and Rule 34 - Exempt Employment of Individuals Who Are Severely Handicapped.

The purpose of this temporary suspension is to allow the Department of Human Resources' Layoff Processing Team to identify and make referrals to vacancies in classes where employees have been laid off and have reemployment rights.

I will consider written requests by departments for exceptions to this temporary suspension of transfers, reinstatements, reappointments, disability transfers and Rule 34 appointments on a case-by-case basis. Exceptions to the suspension of certifications in classes where layoffs are occurring will be made only if the number of vacancies in a class exceeds the number of anticipated layoffs.

I hope than you understand and appreciate that this action is being taken at this time in order to allow employees who have been laid off to fully exercise their rights for reemployment and to reduce disruption in the departments.

cc: The Honorable Frank Jordan, Mayor
Ed Harrington, Controller
Teresa Serata, Director of Finance, Mayor's Office
Julie Gonzalez, Department of Human Resources
Evelyn Hogan-Jackson, Department of Human Resources
Kathy Mallegni, Department of Human Resources
Albert C. Walker, Civil Service Commission7 49389 SFPL: ECONO JRS
101 SFPL 08/01/03 31

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTORMEMORANDUMDOCUMENTS DEPT.
JUN 13 1994SAN FRANCISCO
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DATE: June 10, 1994

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel ClerksFROM: Wendell L. Pryor
Human Resources DirectorEdward M. Harrington
ControllerPUBLIC LIBRARY
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DOCUMENTS SECTION
1 ML (54) BOX 41

SUBJECT: Fiscal Year 1994-95: Extension of Temporary and Temporary Declared-Permanent Personnel Requisitions, Provisional Appointments (Including Limited Tenure and Non-Civil Service) and Temporary Exempt Appointments

This memorandum outlines the procedures for the extension and/or renewal of Personnel Requisitions; Provisional Appointments, including those made in accordance with Civil Service Commission Rule 12, Section 12.04 - Provisional Appointments, and non-civil service and limited tenure appointments for employees in classes represented by the Transport Workers Union, Locals 200 and 250A and the uniformed forces of the Police and Fire Department; and Temporary Exempt Appointments for Fiscal Year 1994-95. The procedures outlined in this memorandum apply to all departments of the City and County of San Francisco and to the San Francisco Unified School District and the San Francisco Community College District.

PERSONNEL REQUISITIONS

All regular and exempt temporary requisitions, both regularly-scheduled and as-needed, and temporary declared-permanent Personnel Requisitions, regardless of funding source, will be automatically extended through September 30, 1994 as long as funding remains in the budget for such positions and the Personnel Requisitions have been previously approved by the Mayor, Controller and the Human Resources Director prior to June 25, 1994.

No action is required by departments to extend such requisitions unless they are approved after June 24, 1994. If they are approved after June 24, 1994, departments must submit Requisition Modifications to extend them.

If funding no longer remains in the budget for a vacant position or if funding will expire prior to September 30, 1994, the department must issue a Requisition Modification to cancel the Personnel Requisition. If funding is no longer available for a filled Personnel Requisition, the employee must be separated in accordance with Civil Service Commission Rules.

APPOINTMENTS

A. TEMPORARY CIVIL SERVICE (TCS) APPOINTMENTS

All TCS appointments that were to expire on June 30, 1994 will be automatically extended by the Department of Human Resources staff through September 30, 1994 if the Personnel Requisition for such appointment has been extended and if the employee is not displaced by a permanent holdover.

If the Personnel Requisition is not extended or the TCS employee is displaced, the employee must be separated from the Personnel Requisition in accordance with Civil Service Rules.

B. TEMPORARY EXEMPT (TE) APPOINTMENTS, BOTH REGULARLY-SCHEDULED AND AS-NEEDED

All TE appointments that were to expire on June 30, 1994 will be automatically extended to September 30, 1994 if the Personnel Requisition has also been extended.

If funding is no longer available for a TE appointment, a temporary exempt employee in the department must be laid off and a Separation Report issued. Order of layoff of temporary exempt employees is at the discretion of the appointing officer.

C. REGULARLY-SCHEDULED PROVISIONAL (PV) APPOINTMENTS, INCLUDING PV APPOINTMENTS MADE AFTER JANUARY 1, 1994, AND LIMITED TENURE (LT) APPOINTMENTS FOR EMPLOYEES IN CLASSES REPRESENTED BY THE TRANSPORT WORKERS UNION LOCALS 200 AND 250A AND UNIFORMED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS

All regularly-scheduled PV (except Type F) and LT appointments will be automatically extended through September 30, 1994 as long as the Personnel Requisitions against which the appointments are made remain active, and provided that the personnel requisition is not needed by the Department of Human Resources staff for the placement of holdovers. In the event of layoff of permanent or temporary civil service employees, authorization for some provisional appointments may be rescinded.

For "Type F" PV appointments, departments must request a new oral authorization from the Department of Human Resources EEO/AA Division. Call the Department of Human Resources EEO/AA Division at 554-4736 to request extension. Be prepared to give justification for the extension of the oral authorization beyond the original expiration date.

If funding is no longer available for a PV or LT appointment or the employee is displaced by a permanent or temporary holdover, the employee must be separated in accordance with Civil Service Commission Rules or applicable collective bargaining agreements.

Department heads who wish to extend PV or LT appointments to a date earlier than September 30, 1994 must notify the Department of Human Resources in writing prior to June 30, 1994. Such notifications must be addressed to Kathy Mallegni, Senior Personnel Analyst, Department of Human Resources, Room 154C, City Hall, and must include the Personnel Requisition Number, the Class Number and Title, the Name of the Employee and the Requested Expiration Date of the provisional appointment.

D. REGULARLY-SCHEDULED NON-CIVIL SERVICE (NCS) APPOINTMENTS (LIMITED TO EMPLOYEES IN CLASSES REPRESENTED BY THE TRANSPORT WORKERS UNION LOCALS 200 AND 250A AND UNIFORMED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS)

All NCS appointments, except "Type F", are automatically extended through September 30, 1994; or until the employee has reached the maximum of one thousand forty (1040) working hours in the calendar year beginning January 1, 1994, whichever is earlier; or until the personnel requisition against which the NCS employee is working is used for the placement of a holdover. Authority for NCS employment may be rescinded in the event of the displacement of PCS or TCS employees.

On or before the expiration of the NCS appointment, the employee must either be separated under the provisions of Civil Service Commission Rule 12, Section 12.05 - Separation of Temporary and Provisional Employees Upon Expiration of Term of Employment, or transitioned to limited tenure status by following the regular procedures for processing limited tenure appointments as outlined in Subject 9 of the Civil Service Commission Personnel Policy and Procedures Manual.

Non-civil service appointments for Appointment "Type F" must be individually reviewed for extensions. Call the Department of Human Resources EEO/AA Division at 554-4736 to request extension. Be prepared to give the justification for extension of the oral authorization beyond the original expiration date.

F. AS-NEEDED PROVISIONAL (PV) AND NON-CIVIL SERVICE (NCS) APPOINTMENTS

As-needed PV and NCS appointments are automatically extended through September 30, 1994 or until the employee has reached the maximum of one thousand forty (1040) working hours in the calendar year beginning January 1, 1994, whichever is earlier (As-needed NCS appointments may be made only for employees in classes represented by the Transport Workers Union Locals 200 and 250A and uniformed members of the Police and Fire Departments).

PV and NCS as-needed employees may not be transitioned to LT status. At the expiration of the maximum allowable working hours (1040 hours in the calendar year beginning January 1, 1994), all PV and NCS as-needed employees must be separated in accordance with Civil Service Commission Rules and a Separation Report must be issued.

Questions regarding this memorandum are to be directed to either Kathy Mallegni, Senior Personnel Analyst, Department of Human Resources, 554-4749 or Norma Gill, Certification Supervisor, Department of Human Resources, 554-4343.

(4007B)



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

JUN 15 1994

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MEMORANDUM

Date: June 13, 1994

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Wendell L. Pryor
Human Resources Director

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

SUBJECT: SALARY STEP AND SENIORITY OF APPOINTEES FROM ELIGIBLE LISTS FOR
CLASS 1823 SENIOR ADMINISTRATIVE ANALYST AND 1824 PRINCIPAL
ADMINISTRATIVE ANALYST

The Board of Supervisors on June 6, 1994 ratified the Collective Bargaining Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (Local 21) to be effective July 1, 1994.

One provision in this Collective Bargaining Agreement covers seniority and salary step placement for permanent appointments from eligible lists for Class 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst.

Effective July 1, 1994 provisional employees who are appointed from Eligible List E-5, E-6, E-7, and E-8 for Class 1823 Senior Administrative Analyst and eligibles certified from Eligible List E-2, E-3, E-4 for Class 1824 Principal Administrative Analyst shall have all periods of time served in the most recent continuous temporary or provisional appointment in the same class combined to determine citywide seniority and step placement in the salary schedule. Time served prior to any break in service shall not be included in the computation of salary or seniority.

For example, an employee who started to work in a non-civil service appointment in Class 1823 Senior Administrative Analyst on December 1, 1993, was certified and appointed permanent civil service to the same class on June 1, 1994 will have a citywide seniority date of December 1, 1993. The employee will also advance to step two in the salary schedule.

Questions regarding seniority or salary step placement may be directed to the Employees Relations Division at 554-8721.

cc: Thornton C. Bunch, ERD
Sandy Holmes, PPSD
file



MEMORANDUM

DOCUMENTS DEPT.
JUN 20 1993
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Date: June 14, 1994
To: All Appointing Officers
Employee Organizations
From: Wendell L. Pryor
Human Resources Director

SUBJECT: TRANSFER OF THE EMPLOYEE RELATIONS DIVISION TO THE
DEPARTMENT OF HUMAN RESOURCES

Effective the close of business June 17, 1994 the Department of Human Resources will assume responsibility for the management and administration of all labor relations programs for the City and County of San Francisco pursuant to the City Charter. I am currently in the process of selecting an Employee Relations Director. I would expect to have someone on board by August 1, 1994. Therefore, in the interim, I will be the "Acting Employee Relations Director". I will be relying on Vicki Rambo to coordinate those employee relations responsibility that require immediate attention and delegating other assignments to either Cliff Gates or Rumi Ueno.

We are also in the process of recruiting a replacement for Bill Gill. In the meantime, I would expect to use both Geoff Rothman and Pat Finney to assist in coordinating Civil Service related employee and labor relations responsibilities. I am respectfully requesting your continued cooperation and support as we transfer and merge the responsibilities of the Employee Relations Division into the Department of Human Resources.

Should you have any further questions regarding any pending or outstanding issues, please contact either Vicki Rambo or myself immediately.

6457A

Office of the Mayor
SAN FRANCISCO



FRANK M. JORDAN

MEMORANDUM

DOCUMENTS DEPT.

JUN 20 1993

SAN FRANCISCO
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Date: June 14, 1994

To: All Appointing Officers
Employee Organizations

From: Mayor Frank Jordan

SUBJECT: TRANSFER OF THE EMPLOYEE RELATIONS DIVISION TO THE
DEPARTMENT OF HUMAN RESOURCES

The Division of Employee Relations is currently a part of the Mayor's Office. Proposition L, which as you know, was passed by the voters in November 1993, created a Department of Human Resources. Section 3.662 of the Charter states "Subject to Section 3.100-2 hereof, the Department of Human Resources shall be responsible for management and administration of all labor relations of the City and County. All programs and staff relating the labor relations shall be transferred to the Human Resources Department no later than July 1, 1994."

Accordingly, I am hereby assigning authority and responsibility for the management and administration of all labor relations of the City and County, and all programs and staff relating to labor relations to Wendell Pryor, Director of Human Resources. This action is effective the close of business, June 17, 1994 and should facilitate the formal transfer of all programs and staff relating to labor relations to the Human Resources Department.

Carl Bunch has served as the Employee Relations Director for over two years and has put forth tremendous effort and professionalism in managing, administering, and coordinating labor relations on my behalf and for the City and County of San Francisco. Carl will be returning to the City Attorney's Office as of July 1, 1994. I am requesting your continued cooperation and support for Wendell Pryor, Director of Human Resources and a soon to be hired Employee Relations Director as we move forward to meet the challenges that lie ahead.

cc: Board of Supervisors
Carl Bunch
Wendell Pryor



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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1 HL (54) BOX 41

DATE: June 17, 1994

TO: Appointing Officers
Departmental Personnel Officers
Departmental Affirmative Action Officers

THROUGH: Wendell L. Pryor
Human Resources Director
Department of Human Resources

FROM: Evelyn Hogan-Jackson
Manager, EEO Programs
Department of Human Resources

SUBJECT: WORKSHOP ON DEPARTMENTAL RESPONSIBILITIES IN
IMPLEMENTING EXPANDED CERTIFICATION RULES

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JUN 21 1993
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The Civil Service Commission, at its meeting of May 14, 1994, approved the plan of the Department of Human Resources to monitor and report on each department's performance in implementing expanded certifications and its compliance with equal employment opportunity and affirmative action guidelines.

The Equal Employment Opportunity and Affirmative Action (EEO/AA) Division of the Department of Human Resources will be presenting a series of workshops to provide departments with information on their responsibilities in implementing expanded certifications. The first workshop was directed at managers who were making selections from 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst eligible lists, which were certified "Rule of the List." The upcoming session is directed at departmental personnel officers and affirmative action officers, emphasizing their roles in providing guidance to their staffs when they receive certifications that are Rule of Five Scores, Rule of the List, or other certification language.

This workshop is scheduled for Monday, June 27, 1994, from 8:30 a.m. to 11:30 a.m. in City Hall, Room 168. Please contact Ellen Gunselman at 554-4736 to register. Space is limited; additional sessions will be scheduled as needed.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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Date: June 28, 1994

To: Appointing Officers
Departmental Personnel Officers
Personnel/Payroll Clerks

From: Wendell L. Pryor
Human Resources Director

Subject: **Fingerprinting of Employees**

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JUL 19 1994
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Effective July 1, 1994, the Protective Services Division of the Public Utilities Commission will no longer be fingerprinting new employees. Instead, these services will be provided by the Sheriff's Department located on the 1st floor of 1155 Market Street. We are currently working with staff from the Sheriff's Department to determine the days and times that fingerprinting services will be provided. However, in the interim and until further notice, beginning on Friday, July 1, 1994, the Sheriff's Department will be fingerprinting individuals on the following days and times:

FINGERPRINTING

Days: Thursdays and Fridays
Time: 8:00 am until Noon
Location: 1155 Market Street, 1st Floor

We will be extending these hours and will notify you in August regarding the new days and times for fingerprinting. If you have any questions, please call Cindy Monroe at 554-4723.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

JUL 5 1994

SAN FRANCISCO
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Date: June 30, 1994

To: Department Heads
Personnel Officers

PUBLIC LIBRARY
PERSONNEL OFFICER
1 ML (53) BOX 41

From: Wendell L. Pryor
Human Resources Director

SUBJECT: BUDGET UPDATE AND IMPACT ON CITY EMPLOYEES

At the Mayor's Department Head meeting on June 27, 1994, the Mayor distributed the attached letters addressed to Department Heads and all City employees. The letters contain the Mayor's concern about the budget and its impact and request your support in working with the Department of Human Resources in placing laid off employees within the City if possible.

Please see that the letter addressed to employees reaches every employee in your department as soon as possible.

Thank you for your cooperation.

Attachment



MEMORANDUM

June 24, 1994

TO: All Department Heads

FR: Frank M. Jordan
Mayor

A handwritten signature in cursive script, appearing to read "F.M.J.", written in dark ink.

The City's budget continues to generate dramatic headlines in which personalities and politics may obscure the realities that we face. We are entering another difficult budget year, in which we must continue to make tough decisions about the numbers and types of positions we can continue to support.

Managing this downsizing process is a complex assignment which calls upon all your leadership skills. It would be all too easy for us to overlook the human side of this equation, and so I call on you to keep the following issues in mind:

- As jobs are eliminated, we need to work together to find available positions in the City for as many displaced employees as possible. I ask that you cooperate with the Department of Human Resources' Layoff Task Force and Careers on Track Program, to make near list appointments and to fill provisional openings with qualified applicants who are being laid off. This is such an important issue, that I want my staff to review any exceptions to this request. Therefore, the Department of Human Resources will not grant oral authorization for provisional appointments until departments have considered displaced employees.
- As you make decisions about the levels and types of positions you must eliminate, keep in mind your Affirmative Action

goals and consider what impact your decisions may have on preserving the diversity of our workforce.

The Department of Human Resources, along with the Human Rights Commission, has been working with volunteers from the private sector in the Reemployment Consortium to help us to provide training to displaced employees in job search skills and resume writing. They are researching private sector job opportunities and are preparing employees to apply for openings that match their talents. They have also provided information on how to help our managers communicate effectively during layoff.

Communication, flexibility and cooperation between departments are the keys to helping us manage this challenge effectively. As we move forward to adopt a budget over the next several weeks, I seek your support in assisting qualified employees to find employment within City and County. I appreciate your cooperation in this important matter.

cc: Commission Presidents
Board of Supervisors



June 27, 1994

To All City Employees:

Across the nation, every level of government is going through an unprecedented period of shrinking revenues and public outcry over the cost of delivering services. San Francisco is no exception; our deficit is \$14 million and growing.

We can no longer ignore the realities facing us as a City and County. We can no longer accept runaway growth in wages and salaries, and we can no longer afford it. Over the next several years, we will continue to see layoffs, downsizing and reorganizations. We must adjust to shrinking revenue bases and voter resistance to what is viewed as a costly way of doing business.

Layoffs are a reality, but it is my hope they will come gradually. We will absorb as many laid off employees as possible by retraining and redirecting individuals to other City jobs. The Department of Human Resources is focusing on several strategies to make this occur through its Layoff Task Force and Careers on Track program.

I am especially concerned about employees who do not have seniority and who therefore have few options for placement. I have asked all department heads to work with the Department of Human Resources to give these employees preference in filling provisional openings, if they qualify.

If we are unable to place an employee in another City job, Careers on Track will link him or her to outside resources through the Reemployment Consortium. This group of private sector volunteers works with our Human Rights Commission and the Department of Human Resources. It provides mentors and information about job openings and advice on how to qualify and apply for private sector jobs.

The city is in transition, and times of change are always difficult. But by working together, we can be responsive to the public's demand for changes while at the same time accommodating our employees and their needs.

Sincerely,


Frank M. Jordan
Mayor

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTORMEMORANDUMPUBLIC LIBRARY
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1 ML (54) BOX 41

DATE: July 15, 1994

TO: All Department Heads and Appointing Officers

FROM: Wendell L. Pryor
Human Resources Director

DOCUMENTS DEPT.

JUL 22 1994

SAN FRANCISCO
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In our effort to assist in the re-employment or retaining of City employees who are affected by layoffs or whose jobs are becoming obsolete, the Human Resources Department is developing a Mentor Program made up of City employees who volunteer to help other City employees.

The Mentors' role in this program is to advise; provide networking suggestions; suggest possible leads; give insider advice and offer support and encouragement to the employee who needs this type of assistance.

We need your help to get the word out about the Mentor Program and our recruitment effort.

Here are the specifics:

- Mentors are provided with a 2-3 hour training session at the start of each program.
- A 3-6 month commitment is requested.
- Mentors will be paired one on one and to the degree possible they will be paired to someone with whom they share similarities in training/experience background.

You can help by circulating the enclosed flyer announcing the Mentor Program and by encouraging your staff to join us in creating a work environment where employees truly matter and are the heart of our organization.

We're projecting a start-up (first training) date of late August, 1994. Interested individuals should contact: Bunny Jones, Department of Human Resources, 44 Gough Street, San Francisco, CA.; (415) 557-4854.

Your participation is greatly appreciated!



THE HUMAN RESOURCES DEPARTMENT
PRESENTS

THE MENTOR PROGRAM

The Human Resources Department is developing a Mentor Program made up of City employees who volunteer to help other City employees who have been affected by layoffs.

WE NEED YOU!

- To provide networking suggestions
- Suggest possible leads
- Give advice and offer support and encouragement

SAY YES!

We will provide:

- A 2-3 hour training session
- Pairing with someone with whom you share similar experience and training background
- A great experience about which you will feel enriched and exceedingly gratified and,
- You will receive not only our heartfelt thanks; but the genuine appreciation of the employee whose job search is made easier just because you cared enough to make a difference.

To sign up or to get additional information, return the form below to: Bunny Jones, Department of Human Resources, 44 Gough Street, San Francisco, CA., (415) 557-4854; FAX 557-4926.

NAME _____ WORK PHONE # _____

WORK LOCATION (DEPT.) _____ POSITION _____

BEST TIME TO CALL ME IS: _____



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

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M E M O R A N D U M

DATE: August 4, 1994

DOCUMENTS DEPT.

AUG 5 1994

TO: Department Heads
Personnel Officers
Employee Organizations

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Wendell L. Pryor
Director, Human Resources Department

SUBJECT: Implementation of CSC Rule Change Number 94-5
(Citywide Seniority Effective on or after August 1, 1994)

As you may know recent Civil Service action amended Rule 32, the Layoff Rule; the Commission's action eliminated the provision that governed interdepartmental bumping caused by layoffs.

In accordance with the passage of the amendment to Civil Service Commission Rule 32.08 - Layoff - Permanent appointees, Subsection B, that provides that all laid off permanent and probationary employees may displace other permanent and probationary employees in the same class with less seniority in any department ("Citywide Seniority"), I have directed the Layoff Processing Team (LOPT) to research the status of all individuals currently on holdover rosters and return them to duty as appropriate.

The LOPT is currently recalculating the seniority of each holdover to determine their current citywide seniority date in the holdover class and subsequent reemployment rights. Bumping may impact your department.

Your cooperation is requested to insure that this reemployment process is accomplished no later than the end of calendar year 1994.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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1 ML (54) BOX 41

12/94 Date: August 12, 1994

To: All Appointing Officers
Employee Organization Representatives

From: Wendell L. Pryor
Human Resources Director

SUBJECT: Organization and Staffing within the Department of Human Resources

As you know, Proposition L, passed by the voters in November 1993, established a Department of Human Resources and transferred to it the Employee Relations Division, and the Health Services Department effective July 1, 1994. In addition it is anticipated that the Workers' Compensation Division of the Retirement System will be transferred to the Department of Human Resources effective January 1, 1995.

This memorandum provides you with a current staffing plan for the Department of Human Resources and reflects the reorganization as a result of the Fiscal Year 1994-95 budget, and indicates the roles and responsibilities of key individuals throughout the department.

- **Geoff Rothman** has been appointed as the acting Employee Relations Director replacing Carl Bunch, who has returned to the City Attorney's Office. Geoff has assumed those responsibilities assigned to the Employee Relations Division which include administering the Employee Relations Ordinance, conducting meet and confer responsibilities, and handling of grievances and other related employee and labor relations responsibilities for the City and County of San Francisco. The Compensation Unit headed by **Patrick Finney** has been assigned to the Employee Relations Division. **Cliff Gates** will continue to serve as the Deputy Director for the Division.
- **Anne Godfrey** has been appointed as the acting Director of the Operations Division. **Linda Lee** has been appointed as the Assistant Director. The Operations Division includes the Equal Employment Opportunity/Affirmative Action (EEO/AA) function, Management and Employee Development Division (MEDD), the Human Resources Services Unit including the Certification Unit, and the Recruitment and Selection and Classification Divisions functions. **Evelyn Hogan-Jackson**, EEO Manager, will perform special projects and training with regard to the Expanded Certification Rule, Americans with Disabilities Act (ADA) and Affirmative Action Plan compliance as well as other special assignments. **Dorothy Yee** has been designated as the City's EEO Coordinator and, while assigned to the Operations Division for operations and programmatic responsibilities involving EEO/AA, will report directly to me on EEO/AA policy. **Dennis Caines**, who has coordinated several subcommittees regarding the City's compliance with ADA, will serve as the department's ADA Coordinator and facilitate the implementation and coordination of the City's compliance with ADA.

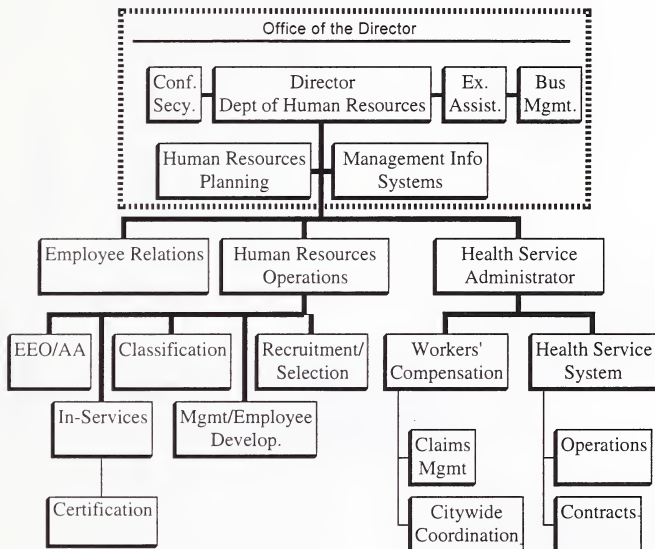
- **Ray Wong** and **Gary King** will serve as the Director and Deputy Director of the Human Resources Planning Division. Their responsibilities include coordination of administrative matters for the Office of the Director as well as technical assistance and oversight of the Consent Decree Units, appeals processing and resolution, coordination of the department's strategic plan and implementation of a more formal decentralization and post audit program. They may also be contacted for any matters regarding administration and policy for the Department of Human Resources as well as research and development activities including special assignments or projects.
- **Bill Lee** has been appointed as the Health Services Administrator. His responsibilities include coordinating the City's Health and Safety Programs and mandates, and managing and overseeing the Health Services and Workers' Compensation Division when it is transferred to the Department of Human Resources. One of Bill's primary responsibilities will be to implement the proposed Return-to-Work Rule now pending the meet and confer process. **Randy Smith** will remain as the Director of the Health Services Program and continue serving the Health System Board.
- **Sandra Matteucci** will serve as the Confidential Secretary to the Human Resources Director and will be responsible for coordinating meetings and maintaining the schedule of the Director along with assignments and projects involving a variety of administrative and departmental matters. Sandra will also provide some support and assistance to Bill Lee, who is located in the Office of the Director, Rm. 154C City Hall.
- **Vickie Mead** will become the Executive Assistant to the Human Resources Director effective August 22, 1994. She will be responsible for the financial management and planning for the Department of Human Resources and supervise the Business Management Unit of the department. **Cindy Monroe** has been reassigned to the Human Resources Services Unit, headed by **Kathy Mallegni** and assisted by **Eugene Freeman**.
- **Kira Chuchom** is the Management Information System Manager for the Department of Human Resources. Additional information will be forthcoming regarding the Management Information System for the department.

Staff of the Human Resources Department currently working in City Hall as well as the staff of the Employee Relations Division will be relocated to 44 Gough Street once the State Police vacate the first floor of the building. The department will provide you with additional information regarding office locations, phone numbers and a department work plan within the next (30) days.

We appreciate your continued cooperation and support through this period of transition.

Attachment

DEPARTMENT OF HUMAN RESOURCES





OPERATIONS DIVISION

Anne Godfrey
Manager

Karen Heard
Executive Secretary

Julie Lingad
Personnel Technician

Linda Lee
Assistant Manager

Kathy Mallegni
Personnel Services

Liz Schiff/Lynn Susoeff
MEDD

Dorothy Yee/Dennis Caines
EEO/AA

Sue Blomberg
Support Services

Eugene Freeman
Cindy Monroe
Norma Gill
Erlinda Cosico
Winston de Lara
Rumella Gallofin
Jeanette Mason
Myma Ornis
Gloria Choy
Josephine Racelis
Carmen Wilson
Binh Trinh

Coltie Gaines
Bob Sanelhelli
Bunny Jones
Barbara Small

Sylvia Castellanos
Esther Leong
Erie Jue
Diana Garcia
Lewanna Cho
Ellen Gurselman

Maria Beltran
Sen Lew
Doris Johnson
Cora Orallo
Susan Wu
Carmen Collantes

Julie Gonzalez
Team 1

Mark Vandiver
Ron Congo
Gloria Martinez
Lou Garibaldi
Sharon Hallas

Janice Fukuda
Team 2

Bette Thomas
Candy Heurlin
Pat Sayrafi
Gretchen Franz
Joan McAllister
Tom Oleaga

Joyce Smith
Team 3

Clarice Clarke
Tanya Smith
Janet Bias
Maria Chan
Mathew Hom
Orell Allen
Barry Biderman

Rob Keller
Team 4

Bill Sumner

CIVIL SERVICE COMMISSIONOffice and Telephone Directory, August 1994

<u>Name and Location</u>	<u>Phone</u>	<u>Name and Location</u>	<u>Phone</u>	<u>Name and Location</u>	<u>Phone</u>
Agubat, Lyn -ERD	554-8723	Jones, Bunny -G	557-4854		
Aguirre, Blas -CH	554-4344	Jue, Eric -CH	554-4734		
Allen, Orell -G	557-4847	Kellar, Robert -G	557-4927		
Bassior, Tobe -G	557-4946	King, Gary -G	557-4815		
Beltran, Maria -G	557-4894	Lebron, Jose -G	557-4856		
Benzoza, Rebecca -G	557-4960	Lee, Bill -CH	554-4707		
Biderman, Barry -G	557-4882	Lee, Linda R. -G	557-4924		
Blomberg, Sue -G	557-4884	Leong, Esther -CH	554-4743		
Bosnich, Janet -G	557-4920	Lew, Seu -G	557-4823		
Caines, Dennis -CH	554-4741	Lingad, Julia -G	557-4968		
Canonier, Denise -G	557-4964	Louie, Virginia -CH	554-4752		
Castellanos, Silvia -CH	554-4744	Mallegni, Kathy -CH	554-4749		
Chan, Maria -G	557-4875	Martinez, Gloria -G	557-4859		
Chau, Agnes -CH	554-4754	Mason, Jeanette -CH	554-4352		
Chew, Rose -G	557-4912	Matteucci, Sandra -CH	554-4724		
Chin, Cheryl -G	557-4879	McAllister, Joan -G	557-4933		
Cho, Lewanna -CH	554-4737	McClendon, Anita -G	557-4868		
Choy, Gloria -CH	554-4357	Mead, Vickie -CH	554-4723		
Chuchom, Kira -G	557-4955	Monroe, Cindy -CH	554-4503		
Clarke, Clarice -G	557-4934	Monsor, Maria -G	557-4925		
Collantes, Carmen -G	557-4841	Nguyen, Hoang -CH	554-4370		
Congo, Ron -G	557-4852	Nulph, Vernon -G	557-4849		
Cosico, Erlinda -CH	554-4353	Ochoa, Elaine -G	557-4917		
Cruz, Jesusa -G	557-4967	Oleaga, Tom -G	557-4865		
Danner, Angela -CH	554-4370	Orais, Myrna -CH	554-4358		
Davis, Ted -G	557-4814	Orallo, Corazon -G	557-4821		
DeLara, Winston -CH	554-6996	Ortega, Leonardo -G	557-4958		
Desta, Hadas -G	557-4942	Pereira, Seby -G	557-4918		
Dinneen, Leo -CH	554-4750	Phung, Cuong -G	557-4806		
Favetti, Kate -CH	554-4748	Pryor, Wendell -CH	554-4722		
Finney, Patrick -G	557-4990	Racelis, Josephine -CH	554-4700		
Franz, Gretchen -G	557-4951	Rambo, Vicki -ERD	554-8721		
Freeman, Eugene -CH	554-4753	Redmond, Gerald -G	557-4863		
Fukuda, Janice -G	557-4840	Rogers, Janet -G	557-4915		
Gaines, Collie -CH	554-4739	Rothman, Geoff -G	557-4911		
Gallofin, Rumella -CH	554-4350	Sanchelli, Robert -G	557-4947		
Garcia, Diana -CH	554-4742	Sayrafi, Patricia -G	557-4848		
Garibaldi, Lou -G	557-4836	Schiff, Elizabeth -G	557-4950		
Gates, Cliff -ERD	554-8988	Small, Barbara -G	557-4945		
George, Tamara -G	557-4916	Smith, Joyce -G	557-4873		
Gill, Norma -CH	554-4343	Stoddard, Doug -G	557-4966		
Godfrey, Anne -G	557-4944	Stokes, Peter -G	557-4956		
Gomez, Patricia -G	554-4725	Sumner, William -G	557-4867		
Gonzalez, Julie -G	557-4855	Susoeff, Lynn -G	557-4976		
Gotuaco, Tom -CH	554-4700	Thomas, Bette -G	557-4937		
Gunselman, Ellen -CH	554-4736	Trinh, Binh -CH	554-4348		
Hallas, Sharon -G	557-4853	Ueno, Rumi -ERD	554-8987		
Hamada, Cynthia -G	557-4932	Vandiver, Mark -G	557-4860		
Heard, Karen -G	557-4923	VanPutten, Faith -CH	554-4751		
Heurlin, Candace -G	557-4846	Walker, Albert -CH	554-4747		
Hockey, Susan -G	557-4940	Wilson, Carmen -CH	554-4354		
Hogan-Jackson, Evelyn -CH	557-4825	Wong, Alan -G	557-4963		
Hom, Matthew -G	557-4881	Wong, Ray -G	557-4833		
Jancsek, Suzanne -G	557-4843	Wu, Susan -G	557-4866		
Johnson, Dave -G	557-4965	Yee, Dorothy -CH	554-4735		
Johnson, Doris -G	557-4936	" " -G	557-4931		

Other Frequently Used Telephone Numbers

Auyang, Rod -DPHSFGHMC	206-8626
Blanding, Delores -DPHLLH	759-3388
Buchbinder, Diana-LIBRARY	557-4585
Clayton, Vicki -CITY ATTY	554-4290
Connors, Ray -SFFD	861-8000X307
Courtwright, Ann -PUC	554-1658
Gazzano, Ed -DPHCO	554-2580
Gee, Kin -SFUSD	241-6025
Hartinger, Art -CITY ATTY	554-4312
Holmes, Sandra -PPSD	558-7862
Holtzman, Jon -CITY ATTY	554-4262
Horan, James -DPW	554-6000
Illick, Jim -AIRPORT	876-2187
Lopez, Gilbert -DPHSFGHMC	206-5318
Martin, Steve -DPHSFGHMC	206-8084
Pendergast, Pat -PUC	554-1660
Pengel, Melinda-SFFD	553-9152
Pun, Jackie -RETIREMENT	554-1584
Raimes, Patricia -POLICE	553-1341
Ramirez, Marsha -REC & PARK	666-7060
Sam, Carol-DPHLLH	759-3386
Sam-Tabasa, Mei-Lon-SFFD	553-9000
Shelley, Thelma -WAR MEM	621-6600
Smith, Mary -DSS	557-5561
Starr, Clara -SFCD	241-2246
Stuart, Yvette -DPHSFGHMC	206-5021
Tussey, Terry -SHERIFF	554-7214
Villagomez, Alice -DPT	554-9832
Welch, Bill-POLICE	553-9522
Woo, Nancy -PORT	274-0422

FAX City Hall - Administration: 554-4714
 FAX City Hall - Certification: 554-7355
 FAX 44 Gough - 1st Floor: 557-4910
 FAX 44 Gough - 2nd Floor: 557-4870
 FAX 44 Gough - 3rd Floor: 557-4926
 FAX 44 Gough - Fire Unit: 557-4961
 FAX Fox Plaza - ERD: 554-8722
 TDD City Hall: 554-4600
 TDD 44 Gough: 775-9484



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

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MEMORANDU

Date: August 22, 1994
To: Department Personnel Officers and Personnel Staff
From: Wendell L. Pryor
Human Resources Director
Subject: CAREERS ON TRACK HUMAN RESOURCES DEPARTMENT PROGRAM

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I would like to alert you to the Department of Human Resources' Careers On Track program. Careers On track encompasses a variety of support services available to City employees who have received a separation report. Enclosed is a flyer describing these services in more detail.

We have also recently added another component to Careers On Track called the "Job Match Program." This service offers possible job match opportunities to laid-off City employees. We will be reviewing current provisional (temporary) City job openings and comparing them with the backgrounds of laid-off employees who volunteer to participate in this job match process. To qualify for consideration of an open position, laid-off employees must meet the minimum job requirements. Employees participating in the Careers On Track job match process do not have rights over other City employees with recognized rights to a specific classification. This is not a part of the near list process and does not grant rights to permanent positions.

If your department has an open provisional position to fill or if you know of other provisional openings, I urge you to contact our Careers On Track staff. Please call Liz Schiff at 557-4950 or Bunny Jones at 557-4854.

Thank you for your help in extending your support to City employees affected by layoffs.

CAREERS ON TRACK SERVICES

If you are a City employee who has recently been laid off or displaced, the Department of Human Resources' "Careers On Track" program would like to help you get back on track. Listed below is a summary of the services that we provide either directly or through our partnership with the Private Industry Council**. Participation in any of these services is strictly voluntary and free of charge. Please call us at 557-4854 or 557-4950 to find out more about these services.

* Career Assessment Services

In partnership with the Private Industry Council and the San Francisco Assessment Center, we are offering a variety of career assessment services. You may participate in a small group to complete an appropriate assessment instrument and receive help interpreting the results. With these results you will be in a better position to establish clear career goals for yourself.

* Career Development Workshops

We offer several workshops designed to give you the information and skills you need to connect with the right job. Included among these workshops are:

- Overview of Career Support Services
- Job Search Skills
- Resume Writing
- Interviewing Skills
- Identifying and Packaging Transferable Skills Toward Targeted Jobs

* Individual Career Counseling

We are working with the Employment Development Department (EDD) to provide individual career counseling services. Once these services are in place, you will be able to receive individual assistance from a career counselor. The career counselor will help you interpret your career assessment results, review your employment and education history, and assist you in establishing a short- and long-range career plan.

* Job Listings

We are compiling lists of Bay Area employers who have current positions available. These listings will be updated on a regular basis and made available to you.

* Mentor Program

Mentors from the private sector are currently available to provide you with insights regarding employment in a variety of jobs and professions. We are also putting together a roster of City employees who have volunteered to act as mentors to laid-off or displaced City employees.

(over)

* Retraining for Increased Marketability

If you need skill development to qualify for a new job, we can help link you with the right training. If we can't provide the training directly ourselves, we will direct you to an appropriate resource, such as Community College. We hope to provide as much of this training as possible free of charge.

* Career Resource Center

We are in the process of developing a resource center where you can have access to a multitude of support services, including:

- A reference library of career-related books, magazines, and videos;
- Computers for creating resumes and accessing job data banks;
- Career Counselors;
- Listings of Bay Area job openings.

**PRIVATE INDUSTRY COUNCIL (PIC)

The Private Industry Council of San Francisco, Inc. is a federally-funded program to provide support services to individuals who have been laid-off or displaced. PIC contracts with many different agencies to provide these services, such as the San Francisco Assessment Center, the Employment Development Department (EDD), etc. If you wish, you may contact PIC directly at (415) 621-6853. Their offices are located at 1049 Market Street, 4th Floor, San Francisco, CA 94103.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**PUBLIC LIBRARY
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SEP 19 1994
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DATE: September 16, 1994

TO: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

FROM: Wendell L. Pryor
Human Resources Director

Edward M. Harrington
Controller

SUBJECT: Extension of Temporary and Temporary Declared-Permanent Personnel Requisitions, Provisional Appointments (Including Limited Tenure and Non-Civil Service) and Temporary Exempt Appointments after September 30, 1994

For the past several years temporary and temporary declared-permanent personnel requisitions and provisional appointments (including non-civil service and limited tenure) have been extended automatically at the end of each fiscal year and for various lengths of time during each fiscal year.

In Fiscal Year 1994-95 we will be phasing in requirements that all departments submit new temporary and temporary declared-permanent personnel requisitions to replace all currently active temporary and temporary declared-permanent personnel requisitions. In order to give departments sufficient time to prepare new requisitions we will require new requisitions for a certain number of departments at a time.

For all departments except those listed below, all temporary and temporary declared-permanent personnel requisitions approved before September 23, 1994 will be automatically extended to March 31, 1995. Personnel requisitions approved after September 23, 1994 must be extended using the Requisition Modification Form.

In addition, for all departments except those listed below, all temporary civil service, temporary exempt, limited tenure and regular-scheduled and as needed provisional (PV and NCS) appointments (except Type F) will be extended until March 31, 1995; or, in the case of regularly-scheduled NCS appointments, until the employee has reached the maximum number of working hours (1040 in the calendar or fiscal year).

Provisional appointments for Appointment Type F must be individually reviewed for extension. Call the Department of Human Resources EEO/AA Division at 554-4736 to request extension. Be prepared to give the justification for extension of the oral authorization beyond the original expiration date.

Should departments wish to extend unoccupied personnel requisitions to a date earlier than March 31, 1995 they may do so by submitting Requisition Modifications indicating the requested expiration date or, in the case of occupied requisitions, Separation Reports for the employees occupying such requisitions to the Department of Human Resources, Room 52E City Hall, Attention Norma Gill.

Those departments which will have all personnel requisitions and appointments extended until December 31, 1994 are as follows:

Adult Probation
Assessor
City Attorney
Fire
Police
Registrar of Voters

Animal Control
Board of Supervisors
District Attorney
Juvenile Probation
Public Defender
Sheriff

The departments listed above must submit new temporary and temporary declared-permanent personnel requisitions by December 9, 1994 to be effective January 1, 1995. Instructions for submitting new personnel requisitions and appointments will be mailed under separate cover within the next few weeks.

Those departments not listed above will be notified in advance of the effective date(s) and deadline date(s) for submitting replacement temporary and temporary declared-permanent personnel requisitions.

Please direct any questions concerning the extension of personnel requisitions and appointments to either Norma Gill, Certifications Supervisor, Department of Human Resources, 554-4343.

(4483B)



MEMORANDUM

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SEP 23 1994

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DATE: September 22, 1994

TO: Appointing Officers
Departmental Personnel Officers
Departmental Affirmative Action Officers

FROM: Evelyn Hogan-Jackson *EHJ*
Department of Human Resources

SUBJECT: WORKSHOPS ON DEPARTMENTAL RESPONSIBILITIES IN IMPLEMENTING
EXPANDED CERTIFICATION RULES

The Department of Human Resources has scheduled the following workshops to continue its goal of providing departments with information in implementing expanded certification. These three workshops are identical so you only need to attend one.

WORKSHOP #1

Date: October 6, 1994- Thursday
Location: Room A & B, 3rd Floor
44 Gough Street
Time: 8:30 to 11:30 A.M.

WORKSHOP #2

Date: October 19, 1994, Wednesday
Location: Room A & B, 3rd Floor
44 Gough Street
Time: 8:30 to 11:30 A.M.

WORKSHOP #3

Date: November 9, 1994, Wednesday
Location: City Hall, Room 168
Time: 8:30 to 11:30 A.M.

Please contact Ellen Gunselman at 554-4736 to register. Space is limited so please register early.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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DATE : September 28, 1994

TO : Appointing Officers
Personnel Officers
Personnel and Payroll Clerks

FROM : Wendell L. Pryor
Director, Human Resources Department

SUBJECT: RELOCATION OF DEPARTMENT HUMAN RESOURCES CERTIFICATION
UNIT AND NEW APPOINTMENT PROCESSING PROCEDURE

RELOCATION

Effective October 3, 1994, the Department of Human Resources Certification Unit will be relocated to 44 Gough Street, first floor. The new telephone number is 557-4828. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Certifications of eligibles from lists will continue without change in procedures until such time as the new Management Information System is installed.

APPOINTMENT PROCESSING PROCEDURE

Appointment processing procedures are being revised significantly.

All appointments will be validated by mail, eliminating the requirement that appointees appear in the Certification Office prior to commencing employment.

Appointments will be validated after the department returns the completed Notice of Certification to the Certification Office and the staff verifies that the appointment is in conformance with the applicable certification rule. In order to avoid delays in making appointments and the possibility of making offers of employment to eligibles who are not reachable, departments must adhere to the Certification Rule in effect for the class and insure that the appointee selected is reachable from the current certification.

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Departments are to forward the completed Appointment Processing Document to the Certification Office, with the required attachments as indicated below, and after the appointee has completed the medical examination and/or fingerprinting, and reports to the Retirement System and Health Service System, if required. There have been few changes in the requirements for appointment processing. Please note that appointees must have a photo identification with them at each location required for appointment processing.

The appointment processing steps are outlined below for your information.

1. Medical Examination Building 9, San Francisco General Hospital
Medical Center

Required for all appointees in those classes listed in the attached Medical Examination Policy.

Departments must call the San Francisco Occupational Health Services (formerly CMOSH) at 206-5276 to make an appointment for the appointee's pre-employment medical examination.

Please read the attached Medical Examination Policy. It has been updated and amended to conform to the Americans with Disabilities Act.

2. Fingerprinting Office of the Sheriff
1155 Market Street, 1st Floor
Thursday & Friday 8 AM - Noon

Required of all employees new to the city service and for current employees who have not previously been fingerprinted.

3. Retirement System 1155 Market Street, 2nd Floor

Required for all new permanent and permanent exempt employees; for current employees who are members of the Retirement System and who are changing class, status and/or department; for permanent holdovers returning to duty; and for retired city employees who are being appointed to temporary exempt positions.

4. Health Services System 1155 Market Street, 3rd Floor

Required of all new permanent employees; and permanent and temporary employees who are members of the Health Services System transferring to or from positions with the San Francisco Unified School District or Community College District to or from positions in other city departments.

When the above four steps are completed, the appointee must return the Appointment Processing documents to the employing department. The department then indicates on the Appointment processing document in the box titled "S/W Date" at the bottom of the form the start work date (a date no earlier than the date of Certification or the date of medical examination, whichever is later) and returns the Appointment Processing form to the Certification Unit with the following attachments, if applicable:

1. Post Employment Self Identification To be completed by all new employees and former employees who were not employed for the City and County of San Francisco before April 1, 1992 and have not previously completed the form. Copies of the Form are available for pickup in Room 52H City Hall.
2. A copy of the Immigration and Naturalization Service Form I-9 This form is required for all employees hired after November 6, 1986. The original is retained in the employee's personnel folder in the department. An additional copy is retained in the department's I-9 file. Forms are available from Federal Immigration and Naturalization Services.
3. Acknowledgment of Receipt of Charter Section 8.346 - Disciplinary Action Against Striking Employees Required of all employees, except uniformed members of the Police and Fire Departments and classified employees of the San Francisco Unified School District and Community College District. The department must provide each employee with a copy of Charter Section 8.346 before asking the employee to sign a receipt. The acknowledgment is attached to the Appointment Processing document. Copies of the Charter Section and the acknowledgment are available for pickup in Room 52H City Hall.
4. Judicial Review Form Required of all employees. This form was previously completed at the window in the Certification Office, but will now be completed in the department and attached to the Appointment Processing form. Copies are available for pickup in Room 52H City Hall.
5. Separation Report Required for employees currently employed in a different class, department and/or status. The original (green copy) must be attached to the Appointment Processing document. Copies of the form are available for pickup in Room 52H City Hall.

In addition to the above, departments are responsible for insuring that all new employees have signed the Oath of Allegiance and, for provisional appointees, that the employees have signed the Notice to Provisional Appointee. These forms are retained in the department.

The Green, Yellow and White copies of the Appointment Processing form are immediately mailed to the Certification Office with the required documents. Certification Office staff will verify the completeness of the package, validate the appointment, retain the green copy, return the yellow copy to the department and return the white copy to the employee through the department, with the required agency shop information when required.

The Controller's Payroll Services Division (PPSD) will issue pay warrants only to those employees whose appointment processing documents have been validated. Therefore, Departments are responsible for insuring that the appointment processing documents are submitted accurately and completely before the appointee begins working.

CERTIFICATION OFFICE PROVISION OF SERVICE

The Certification Office will be staffed from 8:00 AM to 5:00 PM, Monday through Friday. There will no longer be a window for employees to validate appointments and, as stated above, all validations will be done by mail.

There will be a reception area designated for greeting visitors to the Unit but there is no provision for validating appointments in the reception area.

While general information will continue to be provided on a drop-in basis, certification clerks will generally be available to visitors only from 1:00 PM to 5:00 PM, Monday through Friday. To better serve you, departmental personnel representatives are encouraged to call for an appointment prior to visiting the office.

The Certification Unit telephone: 557-4828, is answered Monday through Friday from 8:00 AM to 5:00 PM. General information and inquiries that require routine answers will be answered by the available staff. Messages will be taken for certification clerks and other staff when they are not available, and if possible, calls will be returned before close of business on the same day.

Attachment: Medical Examination Policy

4541B



September 26, 1994

MEDICAL EXAMINATION POLICY

In accordance with the Civil Service Commission Rule 15.01 - Requirement for Medical Examination of Appointees, the Human Resources Director has established a Medical Examination Policy. The policy was originally issued on June 2, 1986, was amended on July 1, 1987, May 23, 1989, February 12, 1990 and is amended effective this date to continue in effect until further notice.

This Medical Examination Policy has not substantially changed over the previous one; however, the Policy issued this date incorporates the amendment issued May 23, 1989 which eliminated the medical examination requirement for most laid off employees being returned to duty. In addition, this Medical Examination Policy reflects the recent State of California requirements for positions requiring California Driver Licenses designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

CHANGES REQUIRED BY THE AMERICANS WITH DISABILITIES ACT AND THE IMPLEMENTATION OF PROPOSITION L APPROVED BY THE ELECTORATE IN NOVEMBER, 1993 CREATING THE DEPARTMENT OF HUMAN RESOURCES.

The procedure for the medical examination of appointees is as follows:

The Medical History form will be provided by the appointing department and is to be completed by the appointee before arriving at the San Francisco Occupational Health Services (SFOHS) department at San Francisco General Hospital Medical Center. For those persons who are current employees and have been examined at SFOHS after 1983, completion of the Medical History form is not required. A supply of the Medical History forms are available in Room 52H City Hall.

Medical appointments may be made by calling SFOHS at 206-5276 between 8:00 A.M. and 5:00 P.M., Monday through Friday. In most cases, medical appointments will be made within one week from the date the department requests an appointment. Departments are requested to notify the Department of Human Resources, at 557-4800 regarding scheduling difficulties.

The department must emphasize to the appointee the importance of keeping the medical appointment and reporting on time. If an appointee is more than fifteen (15) minutes late for the scheduled medical appointment, the appointment will be cancelled.

If it is necessary for either the appointee or the department to cancel a medical appointment, the cancellation must be made a minimum of seventy-two (72) hours in advance. "No shows" or cancellations made without seventy-two (72) hours prior notice will be subject to a charge of \$73.00, unless there is documentation of necessity, e.g., medical certification of illness or other acceptable evidence or reasons. The \$73.00 fee is the cost of the medical appointment to the Department of Human Resources at this time.

SFOHS will provide the Department of Human Resources with a list by department of those appointees who fail to keep a medical appointment or fail to cancel with adequate advance notice. Department of Human Resources staff will review and investigate each incident to ascertain the reason for the failure of the appointee to report as scheduled.

Departments will be billed \$73.00 by the Department of Human Resources for each incidence of no show or late cancellation if

- the department is at fault for an appointee's failure to keep a scheduled medical appointment, OR
- the department fails to cancel an appointment with 72 hours minimum notice.

Appointees will be billed \$73.00 by the Department of Human Resources for each incidence of no show or late cancellation if

- the appointee is at fault for failure to keep a scheduled medical appointment, OR
- does not cancel a scheduled medical appointment 72 hours in advance, OR
- does not provide adequate documentation of necessity for cancellation of appointment less than 72 hours in advance.

Should an appointee either fail to keep a medical appointment and/or fail to cancel a medical appointment within the above time frames on two (2) separate occasions, in addition to the assessment of all fees, all eligibility for future employment with the City and County of San Francisco will be cancelled.

Departments may request permission to employ an individual on a Provisional basis pending completion of the medical examination. Such requests must be made to the Department of Human Resources by calling: 554-4800, and will be evaluated on a case-by-case basis.

Medical examinations for appointees in each status of employment (permanent, permanent exempt, temporary, temporary exempt, PROVISIONAL, limited tenure and non-civil service) are required for classifications listed below, with the following exceptions:

1. A medical examination is NOT required:
 - when a medical examination has been completed and passed at SFOHS twelve (12) months immediately preceding the new appointment; AND
 - the appointee has had continuous service since the date of the previous medical examination; AND
 - the medical standards for the new position are deemed to be the same by the Director of SFOHS.
2. A medical examination will NOT be required for laid off employees being returned to duty from a Holdover Roster or for laid off employees being reinstated to former positions, UNLESS:

The employee is being returned to duty or reinstated to a position not previously held which has special conditions, considerations or requirements. For example, a Class 1404 Clerk who was laid off from a position that had no special conditions would be required to have a medical examination if that person is being returned to duty to a Class 1404 Clerk position requiring heavy lifting.

I MEDICAL EXAMINATION IS REQUIRED FOR ALL APPOINTMENTS

NON-CIVIL SERVICE (NCS)
LIMITED TENURE (LT)
PROVISIONAL
TEMPORARY CIVIL SERVICE (TCS)
PERMANENT (PCS)

to positions in any class in the uniformed ranks of the:

SAN FRANCISCO POLICE DEPARTMENT
SAN FRANCISCO FIRE DEPARTMENT
SAN FRANCISCO SHERIFF'S DEPARTMENT
SAN FRANCISCO INTERNATIONAL AIRPORT POLICE FORCE

II POSITIONS WITH SPECIAL REQUIREMENTS

Except with the express prior approval of the Director of SFOHS or designee, or the Director of Human Resources or designee, and except as provided under Category III, a medical examination shall be required for all appointments:

PROVISIONAL
NON-CIVIL SERVICE (NCS)
LIMITED TENURE (LT)
TEMPORARY CIVIL SERVICE (TCS)
PERMANENT CIVIL SERVICE (PCS) - including an appointment by
transfer, reinstatement or
reappointment.

To a position in any class which may have REQUIREMENTS which include, but are not limited to, the following:

- A. Medical requirements or considerations, e.g., food handling, operation of a specialized motor vehicle, heavy equipment or machinery, patient contact, unusual physical activity, etc. The following classes are **examples** in this category:

1926, 1927, 1928, 1932, 1933, 1934, 1936, 1939, 2517, 2520, 2522, 2523, 2526, 2528, 2530, 2532, 2534, 2580, 2604, 2606, 2608, 2615, 2618, 2630, 2632, 2634, 2650, 2652, 2654, 2656, 2660, 2672, 2674, 2706, 2708, 2716, 2736, 2738, 2760, 2770, 2780, 3310, 3320, 3321, 3322, 3324, 3340, 3342, 3370, 3372, 3373, 3402, 3406, 3410, 3416, 3417, 3418, 3419, 3422, 3424, 3428, 3432, 3434, 3436, 3440, 3453, 3462, 3602, 6220 series, 6300 series, 7126, 7200 series, 7300 series, 7400 series, 7500 series, 9102, 9104, 9106, 9110, 9116, 9117, 9118, 9163, 9173, 9330, 9331, 9332, 9334, 9335, 9337, [9340], 9342, 9343, 9344, 9345, 9346, 9350, 9355, 9356, 9357, 9360, 9361, 9363, 9364, 9396.

NOTE: Specific positions in other classes in which there is a special condition fixed to the position are also in this category, e.g., 1404 with heavy lifting.

- B. Legally-mandated requirements, e.g., positions covered by California Occupational Safety and Health Administration (CAL OSHA) regulations. The following classes are **examples** in this category:

1760, 1762, 1764, 1914, 2806, 2808, 5215, 5216, 5220, 5222, 5224, 5304, 5305, 5310, 5312, 5314, 6102, [6104], 6106, 6120, 6122, 6124, 9202, 9203, 9210, 9211, 9212, [9213], 9215, 9216, 9232, 9240, 9241, 9242.

C. Security activities, e.g., all appointments of persons who will be assigned to a correctional or juvenile facility or to security-related duties. The following classes are **examples** in this category:

8202, 8204, 8205, 8206, 8207, 8208, 8209, 8210, 8214, 8216, 8217, 8226, 8228, 8230, 8238, 8316, 8320, 8434, 8435, 8436, 8440, 8442, 8446, 8448. 9209, 9217, 9218, 9219, 9220, 9222.

D. Clinical facilities, e.g., any appointment of persons who will be newly assigned to a clinical facility of the Department of Public Health. The following classes are **examples** in this category:

2210, 2220, 2300 series, 2400 series.

EXCEPT when a medical examination has been conducted and passed at SFOHS in the twelve (12) months immediately preceding the new appointment;

AND the appointee has had continuous service since the date of the medical examination;

AND the medical standards for the new position are deemed to be the same by the Director of SFOHS.

III. POSITIONS REQUIRING A CALIFORNIA DRIVER LICENSE

A. A pre-placement medical examination is required of appointees to positions requiring a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

IF The appointee is a new employee to the City and County of San Francisco;

OR is a current employee but was employed in a position that did not require a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS
LEGALLY REQUIRED.

B. Pre-placement medical examination is not required of appointees to positions requiring a driver license designated:

CLASS I
CLASS II
CLASS A
CLASS B
CLASS C WITH SPECIAL CERTIFICATES AND/OR ENDORSEMENTS.

IF The appointee is currently employed by the City and County in any status;

AND is transitioning from one status to another in the same class PROVISIONAL (PV) TO PERMANENT (PCS), non-civil service (NCS) to limited tenure (LT), temporary civil service (TCS) to permanent civil service (PCS), etc.;

AND possesses a valid State of California driver license designated Class I, II, A, or B and C with special certificates and/or endorsements;

AND the medical examination for the driver license designated Class I, II, A, or B and C with special certificates and/or endorsements was conducted at SFOHS.

Appointees who meet all four (4) criteria above will be processed with a photocopy of the medical certification card issued by SFOHS attached to the Appointment Processing form. A departmental employee will certify the validity of the driver license and if applicable, certification and/or endorsement, by verifying the original copy in the employee's possession and then writing on the photocopy of the medical certification card: "Class: *, Driver license expires on: **, and signing and dating this certification.

* Specify driver license designation and, if applicable, required special certificates and/or endorsements.

** Specify date.

DESIGNATION OF PHYSICIANS

1. For the medical examination of appointees to positions in the uniformed ranks of the San Francisco Police Department: The Police Surgeon.
2. For the medical examination of appointees to positions in the uniformed ranks of the San Francisco Fire Department: The Fire Surgeon.
3. For all other appointees:
 - A. Physicians appointed to positions at SFOHS; OR
 - B. Such other private sector physicians or facilities designated by the Human Resources Director.
4. In addition, for all appointees in categories I, II and III above: Such other physicians in or out of the City and County Service as are from time to time designated for medical purposes by the Human Resources Director, the Police Surgeon, the Fire Surgeon, or physicians at SFOHS.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

DOCUMENTS DEPT.

OCT 14 1994

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EMPLOYEE RELATIONS DIVISION . 44 Gough Street
Suite 300 . San Francisco, CA 94103
Telephone 557-4990 . Fax 557-4926

October 6, 1994

MEMORANDUM

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

TO: APPOINTING OFFICERS
DEPARTMENTAL PERSONNEL REPRESENTATIVES

FROM: GEOFFREY L. ROTHMAN
DIRECTOR, EMPLOYEE RELATIONS

The current Collective Bargaining Agreement between the Service Employees International Union, Locals 250, 535 & 790, and the City and County of San Francisco provides for "Inequity Adjustments" in the amount of \$1,200,000 effective July 1, 1994 and \$500,000 effective July 1, 1995. The classes considered for adjustment may include but not be limited to the list of classifications on the attached sheet. The Union and the City must mutually agree on the allocation of such funds.

To that end it would be appreciated if you would respond to the Employee Relations Division of the Department of Human Resources if you have any comments regarding adjustments for the classes listed. Additionally, you may have some classes which are not on the list that you would like considered for an adjustment. You may respond in writing to the address listed above. If you wish to discuss this matter further please contact Patrick Finney at the number above.

CLASSES SUGGESTED BY SEIU TO RECEIVE INEQUITY ADJUSTMENTS

1428 Unit Clerk
1429 Nursing Staff Assistant
1720 All classes who have received pay equity on the Data Entry Operator benchmark
1812 Assistant Retirement Analyst
1813 Retirement Analyst
2218 Physicians Assistant
2450 Pharmacist
2604 All classes who have received pay equity on the Food Service Worker benchmark
2736 Porter
2908 Hospital Eligibility Worker
2930 All classes who have received pay equity on the Psychiatric Social Worker benchmark
3208 Pool Lifeguard
3232 Marina Assistant Manager
3280 Assistant Recreation Director
3284 Recreation Director
7218 Asbestos Worker II
8202 Security Guard
8214 Parking Control Officer
8216 Senior Parking Control Officer
8320 Counselor, Juvenile Hall
8238 All classes who have received pay equity on the Police Communication Dispatcher benchmark
8280 Environmental Control Officer
8419 Prisoner Services Counselor
9209 Airport Police Services Aide



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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DATE: October 11, 1994

TO: Appointing Officers
Personnel Officers
Personnel and Payroll Clerks

FROM: Wendell L. Pryor
Human Resources Director

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OCT 24 1994
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SUBJECT: POLICY ON LIMITED DURATION TEMPORARY EXEMPT APPOINTMENTS OF RETIRED CITY EMPLOYEES.

Proposition F was approved by San Francisco voters in the June 7, 1994 election. This Charter amendment provides authority for City departments to hire retired City employees to work for not more than 120 working days, or 960 hours each fiscal year, and continue to receive their retirement benefits while working.

This new San Francisco Charter Section 8.511(c)(2) provides as follows:

"A retired person may be employed in a position other than a certificated position, requiring special skills or knowledge, for not to exceed 120 working days or 960 hours, whichever is greater, in any one fiscal year and may be paid for that employment. That employment shall not operate to reinstate the person as a member of the retirement system or to terminate or suspend the member's retirement allowance, and no deductions shall be made from his or her salary as contributions to the retirement system. Furthermore, this employment shall not replace a permanent civil service employee."

On September 19, 1994, the Civil Service Commission authorized the Human Resources Director to review and act upon requests to grant exempt status to retired City employees who are hired under the provisions of Charter Section 8.511(c)(2).

By exempting retired City employees from the Civil Service provisions of the Charter, departments may hire experienced retired City employees with special skills to work for specified periods of time not to exceed 960 hours or 120 working days. Exempt employees do not accrue seniority rights, health benefits, or retirement benefits, and can be separated based on the needs of the department.

In order to hire a retired City employee, a department must submit a temporary exempt Personnel Requisition. The department may designate in the Special Conditions section on the Personnel Requisition, the name of the retiree to be employed, and that the employee is a retiree. Departments must also insure that the retired City employee meets the minimum qualifications for the position.

Departments will need to enter the following information when completing the Appointment Processing form: In the section which asks the question; "Is this person now employed by the City and County of San Francisco?", the answer must always be "no". In the follow-up question; "If not now - has she/he worked previously?" The answer should be "yes", followed by the classification the retiree retired from, and the last department where they worked. The word "retired" should also be entered, along with their dates of service with the City.

The Department of Human Resources will notify the Retirement System when a retired City employee is appointed to a temporary exempt position by sending a copy of the Appointment Processing form. The Payroll and Personnel Services Division (PPSD) of the Controller's office, and the San Francisco Unified School District (SFUSD) payroll system (when classified retirees are hired), will also be notified. The Retirement system will monitor payroll hours, and in cooperation with the department where the retired employee is working, notify the employee in writing when they are approaching the maximum number of work hours allowed in each fiscal year.

Retired City employees are not permitted to work more than 960 hours or 120 days in any one fiscal year. Departments will need to separate retired City employees who reach the maximum number of work hours.

For further information, contact Eugene Freeman at 557-4830.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

October 20, 1994

NEWS RELEASE

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

As part of Civil Service Commission's strategic plan developed in 1993 to streamline the San Francisco civil service system, on October 17, 1994, the Commission directed the Human Resources Director, Wendell Pryor, to immediately reduce the number of job titles used in City and County of San Francisco employment.

The strategic plan called for reducing the number of job titles from 2,000 to less than 1,000.

As the first step of this effort, the Commission directed the Director of Human Resources to implement the first phase of the plan which will eliminate more than 300 job classes.

Recent "Fat City" articles in the San Francisco Examiner and the May 1994 Grand Jury Report have highlighted the problems caused by the excessive number of job titles and the Commission announced this action to support their commitment to the process of reducing the number of job titles.

Juan Rios, President of the Commission, stated that this subject has been a priority for the Commission and that more action is anticipated in the immediate future.

For further information, contact Civil Service Commission President Juan Rios at (415) 361-6750.

(4158B)

-Thirty-



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

October 14, 1994

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TO: All Department Heads
Departmental Personnel Officers

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: Memorandum of Understanding for IFPTE Local 21:
Personal Services Contracts/RFP Notice

This notice is a reminder that the current Memorandum of Understanding (MOU) with IFPTE Local 21 requires that departments provide to the Union Requests for Proposals (RFP) where services could potentially be performed by represented classifications. Union notification must occur no later than the date of issuance of an RFP.

The following text is a related provision from the MOU that further explains the process and requirements of the City.

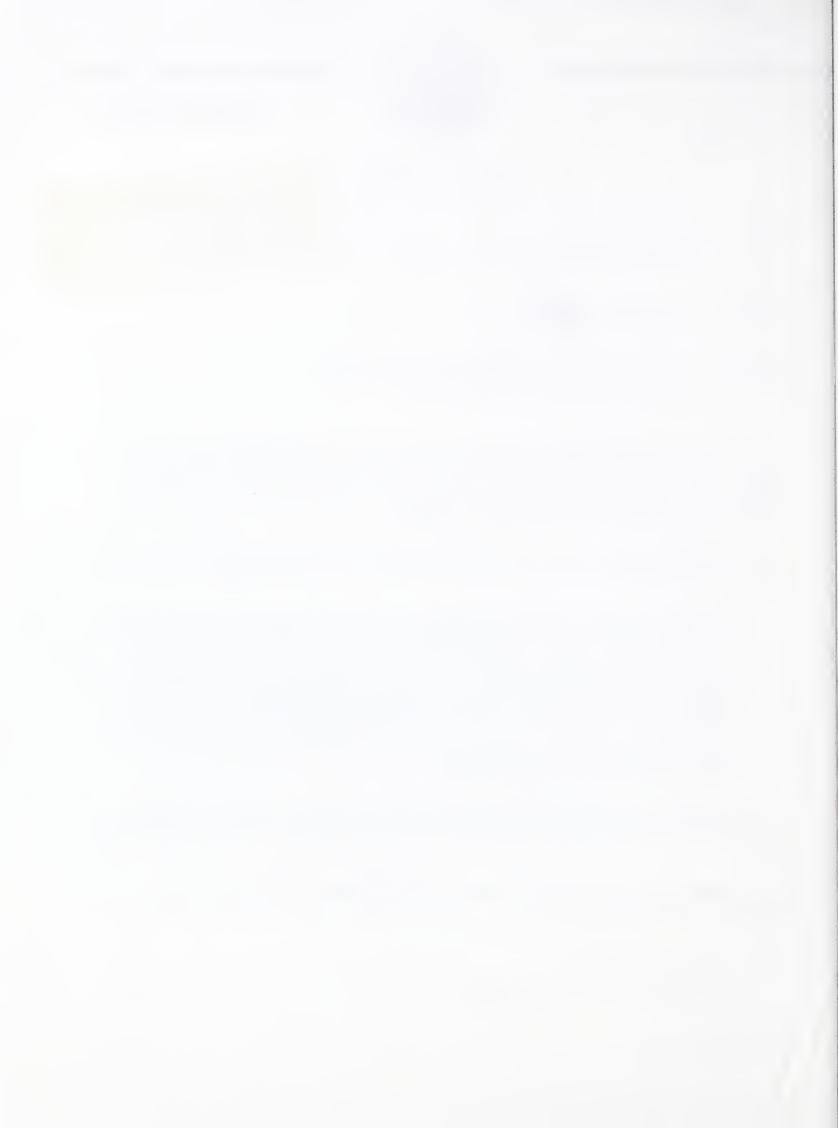
If the Union wishes to meet with a department over a proposed personal services contract, the request must be made by the Union to the Human Resources Director with a copy forwarded to the appropriate department within two weeks after the receipt of notice by the Department. Discussions shall include, but not be limited to, possible alternatives to contracting or subcontracting and whether the department staff has the expertise and/or facilities to perform the work. Upon request by the Union, the City shall make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.

The Department of Human Resources will require that departments confirm in writing attached to requests for approval of Personal Services Contracts, RFP notifications made to Local 21.

Your cooperation is appreciated. Contact Cynthia Hamada at 557-4932 if you have questions regarding this matter.

cc: Civil Service Commission
Geoffrey Rothman
Department of Human Resources staff

doc: PSCMOU.wpd





WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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DATE: October 31, 1994

TO: All Appointing Officers
Departmental Personnel Officers

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: ABOLISHMENT OF OBSOLETE AND UNUSED CLASSES

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Attached to this memorandum is a list of classes for which there are no authorized positions in the Annual Salary Ordinance and no current employees. It is the Department of Human Resources staff's evaluation consistent with the goal of the Civil Service Commission to reduce the number of classifications that these classes are obsolete and should be abolished.

Please review the classes listed to determine whether there is any reason not to propose the abolishment of these classes. Please notify Ms. Linda Lee, Operations Division Assistant Manager, 44 Gough Street, San Francisco, CA 94103, in writing stating the specific class and reason for not abolishing. Such notification must be received no later than November 8, 1994.

It is anticipated that classes will be posted for abolishment by action of the Human Resources Director on or about November 14, 1994.

Thank you for your attention to and cooperation in this procedure.

Attachment



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

October 20, 1994

JUAN RIOS
PRESIDENT

KAREN CLOPTON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

ADRIENNE PON
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

NEWS RELEASE

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The strategic plan called for reducing the number of job titles from 2,000 to less than 1,000.

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Juan Rios, President of the Commission, stated that this subject has been a priority for the Commission and that more action is anticipated in the immediate future.

For further information, contact Civil Service Commission President Juan Rios at (415) 361-6750.

(4158B)

-Thirty-

City and County of San Francisco - Civil Service Commission
 Job Classes : CLS 1.53
 Selected Active Job Classes
 Detail by Total Position Count and Job Class

Generated October 13, 1994 at 4:29 PM

Status Codes: Exp, Exempt Indicator : Blank = Civil Service

E = Exempt

Exm, Exam Status : Blank = Not in Progress
 A = Announcement Issued
 C = Continuous Testing
 D = Under Development

Lst, List Status : E = Exhausted or N/A
 O = Open or Active List

Total Posit	Class	Class Title	[- Status -] Prob			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	0130	SUPERINTENDENT OF SCHOOLS.....	E	E	0	0	0	0	0		2,733	
0	0145	ASSISTANT DEPUTY CHIEF.....	E	E	0	0	0	0	0		4,003	
0	0155	SECRETARY TO CH OF DEPT(FIRE DEPT).....	E	E	0	0	0	0	0		3,50	
0	0395	ASSISTANT CHIEF OF POLICE.....	E	E	0	0	0	0	0		4,223	
0	0587	CRIMINAL JURY COORDINATOR, SUP COURT.....	E	E	0	0	0	0	0		2,084	
0	0637	JUVENILE JUSTICE DIRECTOR.....	E	E	0	0	0	0	0		2,267	
0	0840	JUVENILE PROBATION COMMISSIONER.....	E	E	0	0	0	0	0			
0	1113	DEPUTY GEN MANAGER, RETIREMENT SYSTEM.....	E	E	12	0	0	0	0	HEA	3,668	9998
0	1180	EXEC ASST TO THE CHIEF ADMIN OFFICER.....	E	E	0	0	0	0	0	HEA	3,815	9998
0	1274	DIRECTOR, BUR OF PERSONNEL AND SAFETY.....	E	E	12	0	0	0	0	HEA	3,108	1242
0	1280	EMPLOYEE RELATIONS ASSISTANT.....	E	E	12	0	0	0	0	HEA	3,800	1242
0	1292	ASSISTANT GENERAL MANAGER, PERSONNEL.....	E	E	12	0	0	0	0	HEA	3,633	9998
0	1336	ASST TO GEN MANAGER(PUBLIC SERV) REC-PK.....	E	E	0	0	0	0	0	HEA	1,006	9998
0	1473	EQUALIZATION CLERK-TYPIST.....	E	E	12	0	0	0	0	HEA	1,994	1242
0	1494	CLERK I.....	E	E	6	0	0	0	0	LOCAL 790	1,945	1424
0	1495	CLERK I.....	E	E	6	0	0	0	0	LOCAL 790	1,690	1424
0	1496	CLERK TIT.....	E	E	6	0	0	0	0	LOCAL 790	1,690	1424
0	1497	SUPERVISING CLERK I.....	E	E	6	0	0	0	0	LOCAL 790	956	1424
0	1502	CONFIDENTIAL SECY DIR, PARKING AUTHORITY.....	E	E	0	0	0	0	0	LOCAL 790	1,078	1424
0	1523	CONFIDENTIAL SECRETARY TO THE C.A.O.....	E	E	0	0	0	0	0	LOCAL 790	1,255	1426
0	1666	FINANCE DIRECTOR, DEPT OF PUB HEALTH.....	E	E	0	0	0	0	0	LOCAL 790	1,588	1446
0	1724	SENIOR TALENTING MACHINE OPERATOR.....	E	E	6	0	0	0	0	HEA	3,989	1242
0	1772	SENIOR TALENTING MACHINE OPERATOR.....	E	E	6	0	0	0	0	HEA	3,989	1242
0	1800	SUPERVISING PERFORMANCE AUDITOR.....	E	E	12	0	0	0	0	LOCAL 790	1,336	1720
0	1801	MANAGEMENT AIDE.....	E	E	6	0	0	0	0	LOCAL 790	1,506	1760
0	1815	LEGISLATIVE POLICY ANALYST.....	E	E	12	0	0	0	0	HEA	2,342	1242
0	1846	EXECUTIVE ASSISTANT, MAYOR'S OFFICE.....	E	E	12	0	0	0	0	HEA	2,242	1242
0	1848	MAYOR'S PROGRAM CONSULTANT.....	E	E	12	0	0	0	0	HEA	2,209	1242
0	1850	SENIOR EDP AUDITOR.....	E	E	12	0	0	0	0	SFAPP, LOC	1,637	1242
0	1851	MAYOR'S SENIOR PROGRAM MANAGER.....	E	E	12	0	0	0	0	HEA	2,342	1242
0	1857	DIRECTOR OF INFORMATION.....	E	E	12	0	0	0	0	HEA	3,479	9998
0	1878	INFORMATION SYSTEM AUDIT MANAGER.....	E	E	12	0	0	0	0	HEA	3,155	1242
0	1887	MGR, BUREAU OF CLAIMS & CONTRACTS, PUC..	E	E	12	0	0	0	0	HEA	2,967	1242
0	1887		E	E	0	0	0	0	0	HEA	3,836	9998

Total Posit	Class	Class Title	[- Status -]			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
			Emp	Exm	Lst	Prd						
0	1895	ASST GEN MGR, ADMIN., BUR. OF ADMIN., PUC..	E				0	0	0	0	3,953	9998
0	2120	INSTITUTIONAL ADMITTING OFFICER.....		E	12		0	0	0	0	1,918	2312
0	2212	DIRECTOR, DENTAL DIVISION.....		E	12		0	0	0	0	3,703	2275
0	2222	SENIOR PHYSICIAN.....	E				0	0	0	0	3,479	2230
0	2240	DISTRICT HEALTH OFFICER.....	E		12		0	0	0	0	4,006	2275
0	2240	RADIOLOGIST.....	E				0	0	0	0	3,989	2275
0	2370	DIRECTOR OF NURSES, SFGH.....		E	12		0	0	0	0	4,315	2444
0	2423	RADIOLOGIC TECHNOLOGIST INTERN.....		E	6		0	0	0	0	0	0
0	2425	RADIOLOGIC TECHNOLOGIST I.....		E	6		0	0	0	0	0	0
0	2465	VIROLOGIST.....		E	12		0	0	0	0	0	0
0	2488	PUBLIC HEALTH ASST TOXICOLOGIST III.....		E	6		0	0	0	0	0	0
0	2553	DIRECTOR OF VOLUNTEER SERVICES, LHM.....		E	12		0	0	0	0	0	0
0	2592	DIRECTOR OF ACTIVITY THERAPY, LHM.....		E	12		0	0	0	0	0	0
0	2599	DEPUTY DIRECTOR FOR INSTITUTIONS, DPH.....	E				0	0	0	0	0	0
0	2894	PROGRAM CHIEF, COMMUNITY PUBLIC HEALTH.....		E	12		0	0	0	0	0	0
0	2952	EXECUTIVE ASST. TO THE GENERAL MANAGER.....		E	6		0	0	0	0	0	0
0	2953	DEPUTY GENERAL MANAGER, DSS.....		E	12		0	0	0	0	0	0
0	3250	ORCHESTRA INSTRUCTOR.....		E	6		0	0	0	0	0	0
0	3257	SENIOR PHOTOGRAPHY INSTRUCTOR.....		E	12		0	0	0	0	0	0
0	3301	VENDOR HELPER.....		E	6		0	0	0	0	0	0
0	3306	RIDES ATTENDANT.....		E	6		0	0	0	0	0	0
0	3339	ASSISTANT ZOO DIRECTOR, ANIMAL MANGMT.....		E	6		0	0	0	0	0	0
0	3430	CHIEF NURSERY SPECIALIST.....		E	6		0	0	0	0	0	0
0	3432	ASSISTANT DIRECTOR, ARBORETUM.....		E	6		0	0	0	0	0	0
0	3438	TREE TOPPER SUPERVISOR II.....		E	12		0	0	0	0	0	0
0	3440	LANDSCAPING AND STREET PLANTING SUPV.....		E	12		0	0	0	0	0	0
0	3525	CHIEF MUSEUM PREPARATOR.....		E	12		0	0	0	0	0	0
0	3527	MUSEUM CONSER ASST (BRUNDAGE ASIAN ARTS)		E	6		0	0	0	0	0	0
0	3532	PROGRAM MGR, KALW RADIO STATION.....		E	12		0	0	0	0	0	0
0	3533	GENERAL MGR, KALW RADIO STATION.....		E	12		0	0	0	0	0	0
0	3561	DIR. OF EXHIB., MUSEUMS & CULTURAL EXCH.		E	12		0	0	0	0	0	0
0	3631	LIBRARIAN II, FINE ARTS.....		E	6		0	0	0	0	0	0
0	4210	ASST CHIEF TECHNICAL AND ASSESSMENT SERV.		E	12		0	0	0	0	0	0
0	4225	ASST CHIEF PERSONAL PROPERTY AUDITOR.....		E	12		0	0	0	0	0	0
0	4270	PRINCIPAL APPRAISER (SPECIAL VALUATIONS)		E	12		0	0	0	0	0	0
0	4312	BOND AND COUPON SUPERVISOR.....		E	12		0	0	0	0	0	0
0	5176	CHIEF VALUATION AND RATE ENGINEER.....		E	12		0	0	0	0	0	0
0	5233	PRINCIPAL TRAFFIC ENGINEER.....		E	12		0	0	0	0	0	0
0	5264	AIRPORT NOISE ABATEMENT TECHNICIAN.....		E	6		0	0	0	0	0	0
0	5287	PLANNER III, URBAN DESIGN.....		E	6		0	0	0	0	0	0
0	5291	STREET ASSESSMENT COORDINATOR.....		E	6		0	0	0	0	0	0
0	5365	DIRECTOR OF COMMUNITY DEVELOPMENT.....		E	12		0	0	0	0	0	0
0	6102	DIRECTOR OF TOURS AND SPECIALTY SERVS.....		E	12		0	0	0	0	0	0
0	6218	TUSP ACTIVITIES MEASURES TRAINEE.....		E	12		0	0	0	0	0	0
0	6238	SENIOR BOILER INSPECTOR.....		E	12		0	0	0	0	0	0
0	6280	FIRE SAFETY INSPECTOR.....		E	12		0	0	0	0	0	0
0	7224	CAR AND AUTO PAINTER SUPERVISOR I.....		E	12		0	0	0	0	0	0
0	7234	TRANSPORTATION EQUIPMENT SMO SUPERVISOR		E	12		0	0	0	0	0	0
0	7233	FIRE DEPT WATER SYSTEM ASST SUPV.....		E	12		0	0	0	0	0	0
0	7243	WIRE ROPE CABLE MAINT MECH TRAINEE.....		E	6		0	0	0	0	0	0
0	7515	ASBESTOS ABATEMENT WORKER I.....		E	6		0	0	0	0	0	0

Total Post	Class	Class Title	[- Status -] Prob			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0 8145		PRINCIPAL PUBLIC DEFENDER'S INVEST.....	E	12		0	0	0	0	LOCAL 790	2,496	8146
0 8166		WORKER'S COMPENSATION SUPERVISOR II.....	E	12		0	0	0	0	LOCAL 790	2,835	8146
0 8192		CONTROLLER'S LEGAL COUNSEL.....	E	0		0	0	0	0	MUNI ATTOR	4,044	8176
0 8194		DEPUTY DIR., MAYOR'S CRIM JUSTICE COUNCIL.....	E	12		0	0	0	0	LOCAL 790	2,630	9998
0 8407		COURT HEARING OFFICIALS, JUVENILE COURT.....	E	0		0	0	0	0	LOCAL 790	2,377	8440
0 8448		TRAIT ALTERNATE SPECIALIST II.....	E	12		0	0	0	0	LOCAL 790	1,862	8440
0 8466		ASST DIR., CRIME PREVENTION PROGRAM.....	E	6		0	0	0	0	LOCAL 790	1,994	1242
0 9125		CHIEF TRANSIT INFORMATION CLERK.....	E	6		0	0	0	0	LOCAL 790	1,658	1242
0 9148		DIR OF COMMUNITY AFFAIRS, MUNI RAILWAY.....	E	12		0	0	0	0	LOCAL 790	3,093	1242
0 9160		SENIOR CLAIMS ADJUSTER.....	E	6		0	0	0	0	LOCAL 790	2,793	8146
0 9177		DIRECTOR OF SYSTEMS SAFETY.....	E	12		0	0	0	0	LOCAL 790	3,217	1242
0 9183		DEPUTY GEN MGR, ENGR AND MAINT MUNI RLY.....	E	12		0	0	0	0	LOCAL 790	3,836	9998
0 9185		DEPUTY GEN MGR, EQUIPMENT MAINT MUNI RLY.....	E	12		0	0	0	0	LOCAL 790	3,836	9998
0 9186		GENERAL MANAGER, MUNICIPAL RAILWAY.....	E	0		0	0	0	0	LOCAL 790	4,637	9998
0 9192		TRANSIT ENVIRONMENTAL COORDINATOR.....	E	12		0	0	0	0	LOCAL 790	2,772	1242
0 9334		DECKHAND, TUGS AND DREDGES.....	E	6		0	0	0	0	LOCAL 790	1,573	7328
0 9337		DIESEL TUGBOAT OPERATOR.....	E	6		0	0	0	0	LOCAL 790	2,014	7328
0 9364		SUPERINTENDENT, HARBOR MAINT AND REPAIR.....	E	12		0	0	0	0	LOCAL 790	2,977	7355
0 9365		SR ESTIMATOR, HEAVY CONSTRUCTION PORT.....	E	12		0	0	0	0	LOCAL 790	2,135	5204
0 9367		OPERATIONAL SERVICE OFFICER, PORT.....	E	12		0	0	0	0	LOCAL 790	2,297	1242
0 9380		ADMINISTRATIVE SERVICE OFFICER, PORT.....	E	6		0	0	0	0	LOCAL 790	1,791	1652
0 9387		PORT TRAFFIC MANAGER.....	E	12		0	0	0	0	LOCAL 790	2,596	1242
0 9390		EXECUTIVE ASSISTANT TO THE PORT DIRECTOR.....	E	12		0	0	0	0	LOCAL 790	2,607	1242
0 9392		REGIONAL TRGO PROMOTION REP PORT OF SF.....	E	12		0	0	0	0	LOCAL 790	2,053	1242
0 9394		CHIEF ENGINEER, CHINA AGING.....	E	12		0	0	0	0	LOCAL 790	2,726	1242
0 9420		SPECIALIST, CHINA AGING.....	E	12		0	0	0	0	LOCAL 790	1,714	1242
0 9426		PUBLIC SERVICE AIDE-LEGAL ENFORCEMENT.....	E	6		0	0	0	0	LOCAL 790	838	1242
0 9440		PUBLIC WORKS AIDE.....	E	6		0	0	0	0	LOCAL 790	7	7514
0 9403		GRANTS REIMBURSEMENT SPECIALIST II.....	E	0		0	0	0	0	LOCAL 790	2,053	
0 A018		DEPARTMENT RISK MANAGER.....	E	0		0	0	0	0	LOCAL 790	2,309	
0 A019		AIRPORT OUTREACH OFFICER.....	E	0		0	0	0	0	LOCAL 790	2,607	
0 A049		BUREAU MANAGER, MANAG/EFFIC/PROD.....	E	0		0	0	0	0	LOCAL 790	3,777	
0 A053		GENERAL CLAIMS AGENT.....	E	0		0	0	0	0	LOCAL 790	3,396	
0 A063		BUSINESS OPERATIONS ANALYST.....	E	0		0	0	0	0	LOCAL 790	1,674	
0 A065		HOSPICE COORDINATOR.....	E	0		0	0	0	0	LOCAL 790	2,135	
0 A067		LEGISLATIVE POLICY ANALYST.....	E	0		0	0	0	0	LOCAL 790	2,242	
0 A095		DIRECTOR, OPERATIONS.....	E	0		0	0	0	0	LOCAL 790	2,977	
0 A098		FINANCIAL OFFICER.....	E	0		0	0	0	0	LOCAL 790	2,412	
0 A099		DIRECTOR, PARKING ENFORCEMENT.....	E	0		0	0	0	0	LOCAL 790	2,472	
0 A104		ASST SUPV TRAFFIC ENFORCEMENT.....	E	0		0	0	0	0	LOCAL 790	1,690	
0 A111		SENIOR WARD CLERK.....	E	0		0	0	0	0	LOCAL 790	1,463	
0 A115		COMMUNICATIONS COORDINATOR.....	E	0		0	0	0	0	LOCAL 790	2,412	
0 A118		SAFETY ENGINEER.....	E	0		0	0	0	0	LOCAL 790	2,621	
0 A123		DIRECTOR OF HOMELESS PROGRAM.....	E	0		0	0	0	0	LOCAL 790	3,327	
0 A419		ELECTION INSPECTOR.....	E	0		0	0	0	0	LOCAL 790	55	
0 A420		ELECTION JUDGE.....	E	0		0	0	0	0	LOCAL 790	46	
0 A430		MGR, BUREAU OF PERSONNEL AND TRAINING.....	E	0		0	0	0	0	LOCAL 790	3,426	
0 A510		ASST DIR CONVENTION FACILITIES.....	E	0		0	0	0	0	LOCAL 790	2,472	
0 A519		DIR CONVENTION FACILITIES.....	E	0		0	0	0	0	LOCAL 790	3,391	
0 A553		EXEC ASST TO GEN MGR, SOCIAL SERV.....	E	0		0	0	0	0	LOCAL 790	2,685	
0 A557		DEPUTY FISCAL OFFICER - CAO.....	E	0		0	0	0	0	LOCAL 790	2,902	
0 A565		HOTEL TAX ADMINISTRATOR.....	E	0		0	0	0	0	LOCAL 790	2,819	
0 A566		ASST HOTEL TAX ADMIN.....	E	0		0	0	0	0	LOCAL 790	2,043	
0 A572		CHIEF, BUREAU OF ENGINEERING.....	E	0		0	0	0	0	LOCAL 790	3,948	

Keep these

Total Posit	Class	Class Title	[- Status -] Prob Exp Em Lst Prd			Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	A627	INCOME MAINTENANCE SPECIALIST.....	E	0	0	0	0	0	0		1,748	
0	A646	PATIENTS HELPS.....	E	0	0	0	0	0	0		50	
0	A714	FINANCIAL SYSTEMS MANAGER.....	E	0	0	0	0	0	0		3,018	
0	A736	SPECIAL PROJECT MANAGER.....	E	0	0	0	0	0	0		3,446	
0	A753	ASSISTANT CITY ENGINEER, DPH.....	E	0	0	0	0	0	0		3,888	
0	A754	FACILITY MANAGER-SECF.....	E	0	0	0	0	0	0		1,985	
0	A784	DIRECTOR OF PLANNING & RESEARCH - DSS.....	E	0	0	0	0	0	0		3,618	
0	A875	MANAGER, RESOURCES & PLANNING, WATER.....	E	0	0	0	0	0	0		3,446	
0	A829	MANAGER-LICENSE & PERMIT BUREAU.....	E	0	0	0	0	0	0		2,621	
0	A863	ASSOCIATE DIRECTOR OF HEALTH.....	E	0	0	0	0	0	0		4,416	
0	A863	SR PLUMBING INSPECTOR.....	E	0	0	0	0	0	0		2,752	
0	A889	FINANCIAL SPECIALIST I.....	E	0	0	0	0	0	0		1,603	
0	A890	FINANCIAL SPECIALIST II.....	E	0	0	0	0	0	0		2,242	
0	A891	CAPITAL RESOURCES MANAGER.....	E	0	0	0	0	0	0		3,282	
0	A893	MANAGER, CWP PLANNING & CONTROL.....	E	0	0	0	0	0	0		2,726	
0	A898	CONTRACTING OFFICER I.....	E	0	0	0	0	0	0		1,827	
0	A900	CONTRACTING OFFICER III.....	E	0	0	0	0	0	0		2,388	
0	A902	CONTRACTING MANAGER.....	E	0	0	0	0	0	0		3,199	
0	A904	PROJECT CONTROLS OFFICER II.....	E	0	0	0	0	0	0		2,297	
0	A905	PROJECT CONTROLS OFFICER III.....	E	0	0	0	0	0	0		2,660	
0	A906	PROJECT CONTROLS MANAGER.....	E	0	0	0	0	0	0		3,080	
0	A908	SR. CONSTRUCTION ENGINEER.....	E	0	0	0	0	0	0		3,080	
0	A909	SR. CONSTRUCTION INSPECTOR.....	E	0	0	0	0	0	0		2,472	
0	A910	HYDRAULIC ENGINEER.....	E	0	0	0	0	0	0		2,660	
0	A911	WATER TREATMENT ENGINEER.....	E	0	0	0	0	0	0		2,847	
0	A912	CORROSION ENGINEER.....	E	0	0	0	0	0	0		2,660	
0	A913	GEOTECHNICAL ENGINEER.....	E	0	0	0	0	0	0		2,847	
0	A914	CONTROLS & INSTRUMENTATION ENGR.....	E	0	0	0	0	0	0		2,847	
0	A915	DAMS ENGINEER.....	E	0	0	0	0	0	0		2,660	
0	A916	SYSTEMS OPERATIONS ENGINEER.....	E	0	0	0	0	0	0		2,607	
0	A925	PLANS APPROVAL MANAGER.....	E	0	0	0	0	0	0		2,684	
0	A928	CLINICAL PROGRAM MANAGER II.....	E	0	0	0	0	0	0		3,581	
0	A971	ASSISTANT DIR MTS.....	E	0	0	0	0	0	0		2,621	
0	A988	SAFETY ANALYST.....	E	0	0	0	0	0	0		2,685	
0	A909	MANAGER, BUDGET AND PERFORMANCE, AIRPORT.....	E	6	0	0	0	0	0		2,918	
0	A918	REGULATORY SPECIALIST.....	E	6	0	0	0	0	0		2,621	
0	A920	TRAINING & SAFETY COORDINATOR.....	E	6	0	0	0	0	0		3,703	
0	A923	CHIEF, BUREAU OF CONSTRUCTION MGMT.....	E	6	0	0	0	0	0		3,760	
0	A924	BUREAU MANAGER, ENV. REGULATION & MGMT.....	E	6	0	0	0	0	0		2,711	
0	A927	ASBESTOS PROGRAM MANAGER.....	E	6	0	0	0	0	0		2,904	
0	A934	TELECOMMUNICATIONS SPECIALIST.....	E	6	0	0	0	0	0		2,332	
0	A939	DIR. OF THERAPEUTIC ACTIVITIES, LHM.....	E	0	0	0	0	0	0		1,444	
0	A940	ACTIVITY THERAPIST I.....	E	0	0	0	0	0	0		1,528	
0	A941	ACTIVITY THERAPIST II.....	E	0	0	0	0	0	0		1,528	
0	A943	PERMIT CLERK II.....	E	0	0	0	0	0	0		1,658	
0	A944	SENIOR HEARING OFFICER.....	E	0	0	0	0	0	0		2,309	
0	A945	TELECOMMUNICATIONS COORDINATOR.....	E	0	0	0	0	0	0		1,946	
0	A948	EXECUTIVE ASST., DIRECTOR OF AIRPORTS.....	E	0	0	0	0	0	0		4,637	
0	A951	DEPT. OF COMMUNITY DEVELOPMENT PRIMARY CARE.....	E	0	0	0	0	0	0		2,230	
0	A951	ASST. MANAGER, PARKING OPERATION PROG.....	E	0	0	0	0	0	0		3,169	
0	A955	ASST. RECORDS & INFO. OFFICE.....	E	0	0	0	0	0	0		2,621	
0	A965	MULTI-DISCIPLINE INSPECTOR.....	E	0	0	0	0	0	0		2,819	
0	A983	BENEFITS ADMINISTRATOR.....	E	0	0	0	0	0	0			
0	A986	HR., BUR OF SYS PLAN & REG COMPLIANCE, PUC.....	E	0	0	0	0	0	0			

Total Posit	Class	Class Title	[- Status -] Exp Exm Lst Prd	Total Emp	Actv RQs	Elig on Lst	Elig AV	Union	Max Rate	Sal Bench
0	AA87	MEMBER, TRANSPORTATION COMMISSION	E 0	0	0	0	0		100	
0	BS12	GENERAL CLERK-TYPIST.....	E 6	0	0	0	0	LOCAL 790	1,013	1424
0	Totals for	199 classes		0	0	0	0			

--- End of Report ---



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

PUBLIC LIBRARY
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DOCUMENTS SECTION
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MEMORANDUM

Date: November 7, 1994

To: Department Heads
Departmental Personnel Officers
Appointing Officers

From: Anne Godfrey, Manager of Operations

DOCUMENTS DEPT. X

NOV 14 1994

SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: LAYOFF PROCESSING

The members of the Department of Human Resources Layoff Processing Team will return to their other duties effective today. Until further notice, please send any layoff notices you need processed directly to our Human Resources Services Group at 44 Gough Street, to the attention of Dorothy Yee.

cc: Wendell Pryor
Ray Wong
Geoff Rothman
Kira Chuchom
Vicky Mead
DHR Operations Staff



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

DATE: December 28, 1994

TO: Appointing Officers
Departmental Personnel Officers

FROM: Anne Godfrey
Operations Division Manager

PUBLIC LIBRARY
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SUBJECT: **USE OF CLASSES IN THE SYSTEMS ACCOUNTANT SERIES**

This is to inform you of our policy to phase out the use of the following classes:

1655 Systems Accountant
1657 Senior Systems Accountant
1659 Chief Systems Accountant

This policy is not to adversely affect any current incumbents in budgeted positions in these classes. However, departments are advised not to request new or substitute positions in these classes for the FY 95-96 budget.

The Civil Service Commission has issued a policy to reduce the number of classes citywide. The Department of Human Resources staff is targeting narrow classes, such as the Systems Accountant series, as one area where consolidation can take place.

Additionally, meetings attended by labor and management representatives during the recent accountant classification study indicated the need to professionalize and develop the skills of employees in the accountant series. It is intended that the broader accountant series will be utilized to fill positions that are also involved in the development and maintenance of financial and accounting systems.

All existing positions in the systems accounting series will be reviewed and allocated to other classes during a future phase of the citywide classification study. If you have questions please contact Rob Kellar at 557-4927.

cc: IFPTE, Local 21

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WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

PUBLIC LIBRARY
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Date: December 30, 1994

To: Appointing Officers
Departmental Personnel Officers
Affected Employee Organizations
Affected Employees

DOCUMENTS DEPT.

JAN 4 1995

SAN FRANCISCO
PUBLIC LIBRARYFrom: Wendell L. Pryor
Human Resources DirectorSubject: Mandatory Drug Testing in accordance with Federal Department of
Transportation Regulations

As you know, the U.S. Department of Transportation Federal Highway Administration (FHWA) has adopted regulations (49 CFR Part 382 et. al.) which mandates drug and alcohol testing for employees performing safety sensitive functions effective January 1, 1995. In accordance with these regulations, I am issuing the attached substance abuse testing policy for employee of the City and County of San Francisco covered under the FHWA regulations. This policy is to be effective January 1, 1995, and will apply to employees defined as follows:

A vehicle or equipment operator, (driver) who holds a commercial drivers license (CDL); and,

A. Is required to operate a commercial motor vehicle (CMV) with a gross combination weight of at least 26, 001 pounds; or

B. Is required to operate a commercial motor vehicle with a gross vehicle weight of at least 26, 001 pounds; or,

C. Is required to operate a vehicle designed to carry 16 or more passengers (Including the driver); or

D. Is required to operate a vehicle of any size which is used in the transportation of those hazardous materials found in the Hazardous Materials Transportation Act which requires a placard.

The procedures implementing this policy are being finalized and will be distributed shortly.

If you have any question regarding this policy, please call Bill Lee, Health Services Administrator at 554-4707.

Attachment (1)

CITY AND COUNTY OF SAN FRANCISCO

SUBSTANCE ABUSE POLICY

1.0 POLICY

The City and County of San Francisco is dedicated to providing public services within the City and to other parts of the region that are convenient, effective, safe, and efficient. Our employees are our most valuable resource. It is our policy (1) to take appropriate action to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) to foster and maintain a drug and alcohol-free environment for all employees and the public that use our services; (3) to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to voluntarily seek professional assistance whenever personal problems, including alcohol or drug use, may adversely affect their ability to perform their assigned duties.

To achieve the goal of a substance-free workplace, this policy incorporates three integrated components:

A. Prevention through education – Education will consistently communicate and clarify this policy to all employees, assist employees in recognizing substance abuse problems and in finding solutions to those problems.

B. Detection, deterrence and enforcement: Federal law requires that effective January 1, 1995, all safety-sensitive employees will be subject to pre-employment, reasonable suspicion, post-accident, random, return-to-duty and follow-up drug and alcohol testing. Applicants for safety-sensitive positions will not be hired nor will current employees be assigned to safety-sensitive functions unless they pass the tests.

C. Treatment and opportunities for rehabilitation: Alcohol and drug abuse are recognized as diseases that can be treated. The City and County of San Francisco promotes a voluntary rehabilitation approach and encourages employees to seek confidential professional assistance through the City's Employee Assistance Program (EAP) prior to testing positive for drugs or alcohol, without fear of discipline.

2.0 PURPOSE

The purpose of this Policy is to assure worker fitness for duty, and to protect our employees and the public from the risks posed by the use of alcohol and prohibited drugs (as defined below). This policy is also intended to comply with the Omnibus Transportation Employee Testing Act of 1991 and all applicable Federal regulations governing workplace anti-drug programs.

The Federal Highway Administration (FHWA) of the U.S. Department of Transportation has adopted 49 CFR Part 382 which mandates urine drug testing and breathalyzer alcohol testing for employees performing safety-sensitive functions. These regulations also prevent performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also adopted 49 CFR Part 40, which sets standards for the collection and testing of urine and breath specimens. This Policy incorporates these federal requirements for covered employees as well as other provisions as noted. All FHWA mandated requirements will be enclosed by single asterisks (*).

In addition, DOT has published 49 CFR Part 29, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the appropriate Federal agencies. The City adopted a Drug-Free Workplace policy for all of its employees in 1989. California passed a similar version of the federal law, the Drug-Free Workplace Act of 1990 (Gov't Code §§ 8350 et seq.). This Policy reiterates the requirements of the federal regulations; these requirements will be enclosed by double asterisks (**).

If any provision of an existing City and County of San Francisco policy, rule or resolution is inconsistent or in conflict with any provision of this Policy or the DOT/FHWA Rules, this Policy and the FHWA Rules shall take precedence; if any provision of this Policy is inconsistent or in conflict with the DOT/FHWA Rules, the DOT/FHWA Rules shall take precedence.

3.0 APPLICABILITY

3.1 Safety-sensitive employees. *This Policy applies to all safety-sensitive employees (drivers), including paid part-time employees, as well as volunteers and certain independent contractors when they are performing any safety-sensitive function. This Policy applies anytime a driver is actually performing, ready to perform or immediately available to perform a safety-sensitive function, as defined in Section 3.1.1. of this Policy.*

The group of employees covered by this policy include those individuals affected by the regulations promulgated by the FHWA. It should be noted that those employees of the Public Transportation Department who work in safety-sensitive positions are covered by regulations promulgated by the Federal Transportation Administration (FTA). Nothing in this policy shall be construed to substitute or supersede any policy of the Public Transportation Commission.

*A safety-sensitive employee (driver) is defined as follows:

- A. A vehicle or equipment operator (driver) who holds a commercial drivers license (CDL) ;
AND
- B. Is required to operate a commercial motor vehicle (CMV) with a gross combination weight rating of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- C. Is required to operate a commercial motor vehicle with a gross vehicle weight rating of at least 26,001 pounds; or,
- D. Is required to operate a vehicle designed to carry 16 or more passengers (including the

driver); or,

- E. Is required to operate a vehicle of any size which is used in the transportation of those hazardous materials found in the Hazardous Materials Transportation Act and which is required to be placarded under Federal regulations. *

A driver includes regularly employed drivers, casual, intermittent or occasional drivers; certain leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City and County or who operate a commercial motor vehicle at the direction of or with the consent of the City and County. A driver also includes all persons applying to drive a commercial motor vehicle. A list of safety-sensitive positions is attached as Exhibit A. *Participation in the prohibited substance testing program as described below is a requirement of each safety-sensitive employee (driver) and therefore is a condition of employment.*

3.1.1 Safety-sensitive function: *The Federal rules apply whenever a driver is performing a safety-sensitive function. A safety-sensitive function is defined as follows:

- A. All driving time
- B. All time waiting on public property to be dispatched (unless relieved from duty)
- C. All time inspecting equipment
- D. All time in or on a CMV, except resting time
- E. All time loading or unloading
- F. All time spent performing driver requirements relating to accidents
- G. All time repairing, assisting or attending a disabled CMV*

3.2 Exemption: * FHWA exempts from mandatory drug and alcohol testing employees and drivers:

- A. Who are also covered under the FTA regulations and required to comply with FTA alcohol and/or controlled substances testing.
- B. Who are granted a full waiver from the requirements of the California Department of Motor Vehicle's commercial driver's license program.
- C. Who are granted an optional State waiver from the requirements of 49 CFR Part 383. *

3.3 Other Employees: **All City and County employees are subject to the provisions of the Drug-Free Workplace Act of 1988 (see Sections 6.1 and 6.5 of this Policy). **

3.4 Unbiased Application of Policy. This Policy is to be applied in an unbiased and impartial manner.

4.0 OPPORTUNITIES FOR REHABILITATION

To promote a drug and alcohol-free workplace, this Policy includes two types of rehabilitation

programs, voluntary rehabilitation and rehabilitation after a positive test result.

4.1. Voluntary Rehabilitation. Prior to selection for reasonable cause, random or post-accident testing, an employee who has a drug and/or alcohol abuse problem may voluntarily refer her or himself to the City's EAP for evaluation and referral to a therapeutic program. Voluntary self-referral commits the employee to a therapeutic process. Confidentiality will be protected. The EAP will evaluate the employee and make a specific recommendation regarding the appropriate treatment. When an employee voluntarily refers her or himself for treatment, the employee may be eligible for sick leave and disability benefits. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

4.2. Rehabilitation after a Positive Random Alcohol or Drug Test. *When an employee tests positive for drugs or over 0.04 for alcohol, the substance abuse professional (SAP) will determine if an employee should be referred to a substance abuse assistance program or other rehabilitation program. * (See Sections 7.4 and 8 of this policy). This determination will not be made by the City and County's Employee Assistance Program.

5.0 PROHIBITED SUBSTANCES

"Prohibited Substances" addressed by this Policy include the following:

5.1 Prohibited Drugs. * FHWA regulations specifically prohibit the use of the following Prohibited Substances and require testing for their presence under certain circumstances: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine ("Prohibited Drugs").*

5.2 Alcohol. *The possession and consumption of beverages containing alcohol, or substances including any medication such that alcohol is present in the body while performing City and County business, are prohibited. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. (The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.)*

6.0 PROHIBITED CONDUCT

6.1 Manufacture, Trafficking, Possession, and Use of Controlled Substances. **The manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace is prohibited. A "controlled substance" is any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by 21 CFR 1300.11-1300.15. Any employee engaging in the manufacture, distribution, dispensing, possession or use of a controlled substance on City and County premises, in vehicles, in uniform, or while on City and County business will be subject to disciplinary action, up to and including termination and/or will be required to complete a drug abuse assistance or rehabilitation

program.** Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

6.2 Alcohol Use/Hours of Compliance. *No driver should report for duty or remain on duty when his or her ability to perform safety-sensitive functions is adversely affected by alcohol or when his or her blood alcohol concentration is 0.04 or greater. No driver shall use alcohol while on duty or while performing safety-sensitive functions. No driver shall have used alcohol within four (4) hours of reporting for duty. No driver shall use alcohol during the hours that they are immediately available to be called for duty. After an accident (see Section 7.2.3), drivers shall refrain from alcohol use for eight (8) hours or until an alcohol test has been administered.*

6.3 Compliance with Testing Requirements. *Any driver who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide a specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.*

6.4 Supervisors and Managers: * Any supervisor or manager who has actual knowledge that any safety-sensitive driver has an alcohol level of .04 or greater, possesses unmanifested alcohol, is using Prohibited Substances while performing safety-sensitive functions, has tested positive for a Prohibited Substance, has used alcohol within four hours of performing a safety-sensitive function, or has refused to submit to testing shall not permit the driver to perform or continue to perform a safety-sensitive function.*

6.5 Notifying the City and County of Criminal Drug Conviction. **Every employee, engaged in activities funded by Federal grant must notify the Department head of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to do so shall subject said employee to disciplinary action, up to and including termination, or satisfactory participation in a rehabilitation program. **

7.0 TESTING FOR PROHIBITED SUBSTANCES

7.1 Procedures for Testing

7.1.1 General. *Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). Testing for Prohibited Drugs and alcohol on safety-sensitive employees shall be conducted in accordance with the procedures set forth in 49 CFR Part 40.*

7.1.2 Testing for Prohibited Drugs. *The City and County shall test drivers for Prohibited Drugs. An initial drug screen will be conducted on each specimen. For those specimens that are not negative, a confirmatory gas Chromatography/Mass Spectrometry (GS/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40 as set forth in the attached Exhibit B.*

7.1.3 Alcohol Testing. *Tests for alcohol concentration on drivers will be conducted with a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.* For a summary of applicable alcohol threshold levels see Exhibit B.

7.1.4 Medical Review Officer (MRO). *All drug testing results shall be interpreted and evaluated by an MRO, who shall be a licensed physician. The MRO shall comply with the drug testing procedures set forth in 49 CFR Part 40. The MRO will not review alcohol test results.*

*When a confirmed positive test is reported from the testing laboratory, it is the responsibility of the MRO to: (a) Review the individual's medical history, including any medical records and biomedical information provided; (b) Contact the employee and afford the employee an opportunity to discuss the test results with him/her within five days of notification of the results; (c) Determine whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO shall not convey test results to the City and County until the MRO has made a definite decision that the test result was positive or negative. The MRO may request the laboratory to analyze the original sample again in order to verify the accuracy of the test result.*

7.2 Types of Testing. *FHWA requires the following types of testing for Prohibited Substances for drivers: Pre-employment, pre-promotion or transfer, reasonable suspicion, post-accident, return-to-duty, follow-up, and random.*

7.2.1 Pre-employment, Pre-promotion or Transfer Testing. *All applicants for safety-sensitive positions shall undergo urine drug testing prior to employment. Receipt by the applicable Department of satisfactory test results is required prior to employment. Applicants for safety-sensitive positions shall be tested for alcohol prior to the first time the employee performs a safety-sensitive function;* employment will be conditioned on the applicant achieving an alcohol test result indicating an alcohol concentration less than 0.02. Evidence of the absence of drug dependency from a SAP and negative drug and alcohol tests will be required prior to further consideration for employment.

Employees who are being considered for transfer or promotion to safety-sensitive positions will be required to undergo drug and alcohol tests. An employee with a confirmed positive drug test as certified by the MRO, or an alcohol test result of 0.04 or greater, will be disqualified from immediate transfer or promotion.

7.2.1.1 Discretionary Exceptions:

*Alcohol: If the driver has undergone an alcohol test within the previous six (6) months with a result less than .04 and no prior employer has knowledge of violation of DOT rules within the previous six (6) months.

Controlled Substances: If the driver participated in another DOT drug testing program within the previous thirty (30) days and while participating in that program, either (i) was tested for drugs within the past six (6) months; or (ii) participated in random drug testing program for previous twelve (12) months; AND no prior employer has knowledge of violation of DOT rules within previous six (6)

months.*

7.2.2 Reasonable Suspicion Testing. *All drivers shall be subject to reasonable suspicion testing, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances regarding appearance, behavior, speech or body odors of the driver. Reasonable suspicion tests for the presence of alcohol shall only be made just prior, during or immediately after performance of a safety-sensitive function.*

Reasonable suspicion determinations will be made by a supervisor who is trained to detect and document the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his or her work performance due to prohibited substance abuse or misuse.

7.2.3 Post-Accident Testing.

7.2.3.1 Definition of Accident. *An accident is defined as an occurrence involving a CMV operating on a public road which results in a fatality, bodily injury requiring medical attention away from the scene, or disabling damage to a motor vehicle, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving boarding or alighting from a stationary motor vehicle, or only the loading or unloading of cargo.*

7.2.3.2 Testing Requirement. *Post-accident testing for Prohibited Substances shall be required of each surviving driver (a) who was performing safety-sensitive functions if there was a fatality; or (b) who receives a citation under state or local law for a moving traffic violation arising from the accident. *

7.2.3.3 Procedure. *Following an accident, the drug test shall occur as soon as possible but not later than 32 hours after the accident. An alcohol test must be administered within eight hours of the accident or no test shall be given. Nothing in this section shall delay medical attention for the injured following an accident or prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care when appropriate approval is given. The results of a breath or blood test for the use of alcohol or a urine test for the use of Prohibited Drugs, conducted by Federal, State or local officials having independent authority to test shall be acceptable, provided that such tests conform to applicable federal, state or local requirements, and that the results of the tests are obtained by the City and County (e.g. local law enforcement if accident occurs in a remote area).*

7.2.4 Random Testing. *Employees performing safety-sensitive functions will be subject to unannounced, random drug and alcohol testing in accordance with FHWA regulations. Each such employee shall be in a pool from which 50% random selection is made for drug testing and 25% for alcohol testing. Each such employee shall have an equal chance at selection and shall remain in the pool even after being tested. The basis for random selection shall be by a scientifically

valid random number generation method initiated by computer.*

7.2.5 Return-to-Duty Testing/Follow-up Testing. *Any driver who has failed a drug test or tested in excess of 0.04 on an alcohol test or who has otherwise engaged in Prohibited Conduct must pass a return-to-duty drug or alcohol test before returning to work in a safety-sensitive function. Any employee testing positive on the return-to-duty drug test or in excess of 0.02 on a return-to-duty alcohol test, as certified by the MRO or the BAT, will not be allowed to perform his or her safety sensitive function.*

Follow-up Testing: *The employee will be subject to unannounced drug and / or alcohol tests for up to 60 months after returning to work as determined by the SAP, with a minimum of six tests during the first 12 months.*

7.3 Employee-Requested Drug Re-Testing. *Any driver who questions the results of a required drug test under Sections 7.2.1 through 7.2.5 of this Policy may, within 72 hours of having been notified of a confirmed positive test, request that an additional test be conducted. This test must be conducted at a different testing DHHS-certified laboratory. Each urine sample is to be a minimum of 45 ml. The sample is to be split at the time of collection into 30 ml. for the primary test and 15 ml. for a re-test if the primary sample tests positive. The test must be conducted on the split sample that was provided at the same time as the original sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The employee's request for a re-test must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.*

7.4 Consequences of Positive Test Result. *An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this Policy.* See Exhibit B* Any driver who has a positive drug test as confirmed by the MRO or a confirmed alcohol test will be removed from duty, evaluated by a SAP, and informed of educational and rehabilitation programs available.*

8.0 SUBSTANCE ABUSE PROFESSIONAL (SAP)

Any driver who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 will be evaluated by a SAP. A SAP is a licensed physician, psychologist, social worker, certified employee assistance professional (CEAP), or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is allowed to return to duty, he or she must properly follow the rehabilitation program prescribed by the SAP, and the employee must pass return-to-duty and follow-up drug and alcohol tests, as described in Section 7.2.5.

*The requirements for referral, evaluation and rehabilitation do not apply to applicants who refuse

to submit to a pre-employment Prohibited Substance test or who have a pre-employment alcohol test with a result of .04 or greater or a verified positive Prohibited Drug test.*

9.0 RETURN -TO -WORK AGREEMENT

Drivers may not re-enter the workforce unless they have obtained a release-to-work statement from an approved SAP and have tested negative for drugs and/or alcohol. Such employees must agree to unannounced frequent follow-up testing as a condition to return to work, if he or she is so allowed.

10.0 TRAINING AND EDUCATION

Prior to testing, all drivers shall receive educational materials that explain the requirements of the FHWA rules and the City and County's policies and procedures with respect to meeting these requirements. Employees must sign a statement acknowledging receipt of these materials. Written notice of the availability of this information shall be provided to representatives of all applicable employee organizations.

For those supervisors and managers participating in reasonable suspicion testing, there will be at least two hours of training to explain the criteria for reasonable cause testing, including at least an hour on the physical, behavioral and performance indicators of probable drug use and another hour on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

11.0 CONSEQUENCES

- A. * No driver shall perform safety sensitive functions if he / she has engaged in Prohibited Conduct.
- B. No driver shall perform safety-sensitive functions unless referred for evaluation and testing after Prohibited Conduct and is approved and authorized to return to duty by the Substance Abuse Professional.
- C. No driver may perform safety-sensitive functions with alcohol at .02 - .039 until the driver's next shift, but not less than twenty-four (24) hours after the test.
- D. Possible FHWA penalties for employers or employees: Fines up to \$10,000 for each offense (if substantial safety violation which could reasonably lead to or has resulted in serious personal injury or death); if serious pattern of safety violations, \$1,000 for each offense up to a maximum of \$10, 000.*

12.0 CONFIDENTIALITY

*The results of individual drug or alcohol tests shall not be released to anyone without express written authorization of the tested individual. The only exceptions are as follows:

A. Release to the collection facility, testing laboratory, MRO or SAP, or designee;

B. Pursuant to a lawful court order or other law requiring disclosure;

C. In connection with City and County disciplinary, grievance, arbitration or other legal proceeding initiated by or on behalf of the individual and arising from a certified positive drug or alcohol test or from the City and County's determination that the employee engaged in conduct prohibited under the FHWA rules.

D. To the Secretary of Transportation, any DOT agency or to any State or local official with regulatory authority over the employer or any of its covered employees, or to a State oversight agency as authorized.

E. When requested by the National Transportation Safety Board as part of an accident investigation, the City and County shall disclose information related to its administration of a post-accident drug or alcohol test administered following the accident under investigation.*

13.0 SYSTEM CONTACT

Any questions regarding this policy or any other aspect of City and County of Francisco's Substance Abuse Management Program should be directed to the Department of Human Resources :

Name:	Cindy Monroe
Title:	Interim Substance Abuse Program Coordinator
Address:	Department of Human Resources 44 Gough Street
Telephone Number:	(415) 557- 4831

14.0 REVISIONS TO THE POLICY AND PROGRAM

This Policy and Program is subject to revision.

EXHIBIT A
CITY AND COUNTY OF SAN FRANCISCO
SAFETY SENSITIVE JOB CLASSIFICATIONS / POSITIONS
SUBJECT TO DRUG AND ALCOHOL TESTING

<u>Classification # & Title</u>	<u>Department (s)</u>	<u>#Pos</u>	<u>Emp. Org.</u>
3291 Principal Rec. Supervisor I	42	1	SEIU, Local 790
3287 Asst. Recreation Supervisor	42	1	SEIU, Local 790
3284 Recreation Director	42	25	SEIU, Local 790
3280 Asst. Recreation Director	42	14	SEIU, Local 790
3548 Curator, Junior Museum	42	1	TWU, LOCAL 250-A
7110 Mobile Equipment Asst. Supvr.	27, 90	4	Operating Eng. Local 3
7150 City Shops Superintendent	91	1	Municipal Exec. Assoc.
7210 Mobile Equipment Supervisor	90	2	Operating Eng. Local 3
7229 Transmission Line Supervisor	32	1	Electricians, Local 6
7257 Communication Line Supervisor I	75	1	Electricians, Local 6
7254 Automotive Machinist Sup. I	47, 91	6	Auto Mach. Loc. 1305
7277 City Shops Asst. Supt.	91	1	Auto Mach. Loc. 1305
7306 Auto. Body and Fender Wkr.	91	1	Auto Mach. Loc. 1305
7313 Automotive Machinist	91, 27, 39, 47	37	Auto Mach. Loc. 1305
7315 Automotive Machinist Sup	91, 27	2	Auto Mach. Loc. 1305
7325 General Utility Mechanic	32	1	Auto Mach. Loc. 1305
7328 Operating Engineer, Universal	42, 27, 32, 39, 90, 47	38	Operating Eng. Loc. 3
7330 Sr. General Utility Mechanic	32	1	Auto Mach. Loc. 1305
7338 Electrical Line Worker	75, 32	10	Electricians. Local 6
7355 Truck Driver	80, 90, 27, 39, 42, 32, 47	175	Teamsters, Loc 216
7381 Automotive Mechanic	39, 91	3	AutoMach. Loc. 1305
7382 Auto. Mechanic Asst. Supvr.	91	1	Auto Mach. Loc. 1305
7395 Ornamental Iron Worker	39	4	Ironworkers, Loc. 377

7410 Automotive Service Worker	27, 47 ,91	13	TWU, Loc. 250-A
8304 Deputy Sheriff	6	10	Dep. Sheriff's Assoc.
8308 Sheriff's Sergeant	1	1	Dep. Sheriff's Assoc.
9342 Ornamental Iron Worker Sup.	39	1	Ironworkers, Local 377
Q2 Police Officer	38	3	POA, Local 911

EXHIBIT B

Pursuant to the Federal Department of Transportation regulations, following are the drugs to be tested for, and the threshold levels of each test which the City and County is required to accept:

<u>DRUG OR METABOLITE</u>	<u>Urine Initial Test Cutoff (ng/ml)*</u>	<u>Confirmatory (GS/MS) Test Cutoff (ng/ml)*</u>
1. Cannabinoids (Marijuana)	50	15 <u>2/</u>
2. Cocaine	300 <u>1/</u>	150 <u>3/</u>
3. Opiates (narcotics such as heroin, morphine, codeine and other medicinal narcotics)	300	300
4. Amphetamines (racemic amphetamine, dextroamphetamine, methamphetamine)	1,000	500 <u>4/</u>
5. Phencyclidine	25 ng.	25 ng.

*nanograms/ milliliter

1/ 25 ng/ml if immunoassay specific for free morphine

2/ Delta - 9 - tetrahydrocannabinol - 9 - carboxylic acid

3/ Benzoylcegonine

4/ Specimen containing methamphetamine must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

ALCOHOL

(Includes ethanol, methanol, isopropanol)

Breath Alcohol Concentration

(Expressed in terms of grams of alcohol per 210 liters of breath)

INITIAL SCREEN

Under 0.02

CONFIRMATORY

(Given if 0.02 or greater on initial screen)

0.02 to less than 0.04 – employee may not perform safety-sensitive function

0.04 or greater is a positive test



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

PUBLIC LIBRARY
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Date: February 3, 1995

To: Department Heads
Personnel Officers
Employee Organizations
Departmental Personal Services Contract Coordinators

DOCUMENTS DEPT.
FEB 6 1995

From: Wendell L. Pryor *WLP*
Human Resources Director

SAN FRANCISCO
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Subject: Procedures and Instructions for Processing Personal Services Contracts

The Civil Service Commission (CSC) adopted a set of new CSC procedures for processing personal services contracts that became effective on January 1, 1995. These procedures outlined a number of new ways for departments to obtain CSC approval of their personal services contracts (PSCs). The new procedures also authorized the Department of Human Resources (DHR) to develop an expedited procedure for processing PSCs of \$50,000 or less.

Attached is a set of joint instructions that incorporates the new CSC procedures with the new DHR procedures for processing PSCs into a single reference document. All information contained in this document is effective as of February 3, 1995.

Questions, comments or concerns regarding the DHR implementation and/or use of these procedures may be directed to the Program Services staff who can be contacted at 557-4829. The Program Services staff are planning to provide orientation sessions on the new PSC procedures in the near future.

Attachment





JOINT DHR/CSC PROCEDURES AND INSTRUCTIONS FOR PROCESSING PERSONAL SERVICES CONTRACT APPROVAL REQUESTS

This document represents a combination of an edited version of the Civil Service Commission (CSC) procedures for processing personal services contracts (PSCs) that were issued on December 22, 1994 (effective date January 1, 1995), with the Department of Human Resources (DHR) instructions for processing PSCs, including Expedited Approvals, that are effective February 3, 1995. All necessary information and instructions for processing PSCs through the DHR and CSC are contained in this single document.

1. PURPOSE AND AUTHORITY

The Civil Service Commission (CSC) reviews proposed personal services contracting decisions to determine whether it has jurisdiction to provide the needed services through the classified civil service. Personal services contracts include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies.

The Commission's role is distinguished from the roles of the City departments, other commissions, the Chief Administrative Officer (CAO), the Purchaser, and the Human Rights Commission (HRC) in that the CSC is not concerned with the selection of individual contractors. Rather the role of the CSC is to determine whether the circumstance pertaining to the need to provide services in a particular situation (or situations) warrant the use of a personal services contract or contractors in lieu of civil service employees. In circumstance where the CSC determines that contracting is warranted, the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the CAO, the Purchaser, and the HRC. This analysis of the CSC's role and responsibilities is in accordance with City Attorney opinions and is consistent with the objectives of Proposition L (11/93) in that it places the CSC in a policy-making - rather than an administrative - role relative to personal services contracting.

2. PERSONAL SERVICES CONTRACT REVIEW CRITERIA

Initially, requests for CSC approval are analyzed to ascertain whether or not there are existing civil service classes in which employees could perform the required work or whether it is feasible or practical for civil service employees to perform the work.

A. No Existing Class

When there is no current class in which the duties and responsibilities encompass the desired need, a determination is made as to the feasibility of establishing a new class. If services are short term and non-repetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

B. Existing Class

In instances where there is an existing class in which employees could possibly perform the services, other factors may be considered such as:

1. Immediately needed services; especially in transitional situations where it is not feasible to hire a civil service employee;
2. Short-term projects, particularly those requiring diverse skills and expertise and those which may also involve finding office space, facilities, and equipment. In these cases, it may not be practical to employ persons in civil service classes for short periods of time;
3. Services required on an as-needed, intermittent, or periodic basis, where the employment of persons in civil service classes is impractical (such as peaks in workloads);
4. Emergency situations involving health or safety hazards;
5. Cases where future funding is so uncertain that the establishment of new civil service positions, classes and/or programs is not feasible;
6. Legal mandates for contractual services, such as those for the Commission on Aging;
7. Circumstances where it is required or prudent to employ non-City personnel to make independent property appraisals;
8. Cases where the City lacks required equipment or facilities;
9. Situations where the City transmits funds but does not directly provide services. Examples are Federal or State funding requirements which specify that particular contracts are to receive funds.

Provided there are compelling circumstances such as those listed above, the CSC may approve the use of a personal services contract or contracts even if there is an existing class.

3. DEPARTMENTAL PERSONAL SERVICES CONTRACT COORDINATOR

Each City and County department that regularly utilizes personal services contracts shall designate a departmental personal services contract (PSC) coordinator. The PSC coordinator works closely with Department of Human Resources (DHR) and CSC staffs to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the CSC through the DHR in a timely manner.

Each City and County department must notify the DHR of the name, mailing address, telephone number and fax number of their departmental PSC coordinator by February 24, 1995.

4. PERSONAL SERVICES CONTRACT REVIEW PROCESS - 5 TYPES OF APPROVALS

DHR staff shall review all requests for approval of the use of PSC's. PSC requests can be approved under one of five categories: 1) Expedited; 2) Regular; 3) Continuing; 4) Annual; and 5) Qualified. DHR staff recommendations for approval will only fall into one of the first 4 categories.

A. Expedited Approval - Contracts of \$50,000 and Under

1. To obtain an Expedited Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR by noon on the second or fourth Monday of the month.
2. The PSC Summary will be reviewed by DHR staff within two (2) business days.
3. Upon approval for the use of a PSC, the DHR will send a Notice regarding the approval to the departmental PSC Coordinator.
4. The Expedited Approval process may not be used by the same department for multiple contract awards to the same vendor.

B. Regular Approval

1. For proposed personal services contracts above \$50,000 and not covered by the procedures described below for "Continuing Approval" or "Annual Approval," the CSC may grant "Regular Approval".
2. Departments are encouraged to submit a request for Regular Approval as early as possible in the contract planning and selection process.
3. To obtain a Regular Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR. The PSC Summary must be received by the DHR by noon at least twenty-one (21) calendar days prior to a scheduled CSC meeting date. This

deadline is required to allow for timely posting and, if necessary, a hearing date for the particular meeting.

4. The PSC Summary will be reviewed by DHR staff within four (4) business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the 1st floor lobby of 44 Gough Street for seven (7) calendar days.
6. A DHR staff approval recommendation not appealed within the seven (7) day posting period shall be placed on the next CSC meeting agenda (Consent Agenda) for ratification.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer by noon of the 7th day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If a department wishes to omit the posting process and go directly from DHR review to CSC review, a PSC Summary must be received by the DHR by noon at least twelve (12) business days prior to a scheduled CSC meeting date. The form must be completed by checking the appropriate section under "TYPE OF APPROVAL" to indicate that the posting process is to be omitted.

C. Continuing Approval

1. The CSC may, at its discretion, grant "Continuing Approval" for a contract in situations where:
 - a. Legal mandates direct the use of contractual services; or
 - b. State or Federal funding requirements specify use of contractual services; or
 - c. A City board, commission, the CAO, an elected official, or the Controller for contracts in that office has determined that contracting is the most effective way to provide health and human welfare services; or
 - d. The Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services.
2. Continuing Approval is valid until or unless revoked by the CSC.
3. To obtain a Continuing Approval, a PSC Summary (PSC Form 1) must be

submitted to the DHR. The PSC Summary must be received by DHR by noon at least twenty-one (21) calendar days prior to a scheduled CSC meeting date. This deadline is required to allow for timely posting and, if necessary, a hearing date for the particular meeting.

4. The PSC Summary will be reviewed by DHR staff within four (4) business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the 1st floor lobby of 44 Gough Street for seven (7) calendar days.
6. A DHR staff approval recommendation not appealed within the seven (7) day posting period shall be placed on the next CSC meeting agenda (Consent Agenda) for ratification.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer by noon of the 7th day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If the CSC approves a request for Continuing Approval, the requesting department must provide the CSC with annual reports listing the contracts awarded under the Continuing Approval. An annual report is to include the names of the contractor, type of services, amount, and duration of the contract.

Annual reports are to be submitted to the CSC through the DHR no later than August 1 of each year for the prior fiscal year. The CSC Executive Officer shall make all annual reports submitted under this section available for public inspection consistent with local and State law.

D. Annual Approval

1. For a proposed contract included in a departmental annual budget, the CSC may grant an "Annual Approval."
2. To obtain an Annual Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR no later than March 1.
3. A list of contracts recommended by DHR staff for Annual Approval will be posted on the DHR Bulletin Board in the lobby of 44 Gough Street for seven (7) calendar days.
4. Contracts not appealed within the seven (7) day posting period will be placed on the CSC agenda for ratification.
5. Appeals of proposed personal services contracts shall be considered by the CSC not later than its first meeting in April.

6. An appeal must be filed in the office of the CSC Executive Officer by noon of the 7th day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal.
7. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the dates in Items 2 and 5 above to conform to the revised schedule. The CSC Executive Officer will be notified of any changes to the schedule.

E. Qualified Approval

The CSC may also grant "Qualified Approval" of a PSC. This conditional approval is generally an interim measure for a short time period with direction to the contracting department to consider other alternatives for providing the service if it will be required on a continuing basis.

Typically included with a Qualified Approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classifications or obtaining a Proposition J contract certification. The CSC does not review Proposition J contracts which concerned with the cost of the contract as verified by the Controller rather than whether the services could be performed by City personnel.

5. RESUBMISSION OF A REQUEST FOR APPROVAL

If circumstances associated with a particular situation change, the contracting department must submit a new request for approval. Changes which would warrant resubmission of a request for approval include:

- A. Changes to the type or scope of services provided;
- B. Changes in legal or grant requirements for contracting; or
- C. Increases of fifty percent (50%) or more over the contract amount approved by the CSC.

6. GENERAL INSTRUCTIONS FOR PSC FORMS

Departments may submit proposed PSC's for CSC approval as soon as the need arises and prior to the award of contract. The practice of early submittal will expedite startup of the desired service(s).

The information submitted for review of a PSC must be presented on a Personal Services Contract Summary (PSC Form 1). The Personal Services Contract Award Notice (PSC Form 2) must be submitted after DHR/CSC approval is received, to provide information regarding the selected vendor. Copies of both forms are attached.

The circumstances regarding each contract will guide a department's selection of the type of approval process to be used. Please review the first four types of approval processes described in Section 4 above in order to select the process that best fits your department's particular needs.

A. Submission Guidelines for PSC Form 1

The CSC normally meets the first and third Mondays of each month. A completed PSC Form 1 is required for each proposed PSC. Submittal due dates are determined based upon the approval process that is selected. Address completed forms to:

Personal Services Contracts
Department of Human Resources
City and County of San Francisco
44 Gough Street
San Francisco, CA 94103

All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. Cover letters are generally not necessary, except in instances when non-typical circumstances arise and an explanation is needed to expedite the review process.

A PSC Form 1 submitted after a deadline will be considered at subsequent CSC meetings: In emergency situations when it becomes necessary for PSC coordinators to submit PSC approval requests for processing after a deadline, the coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the CSC Executive Officer's approval (for CSC deadlines).

B. Completing PSC Form 1

When completing PSC Form 1, please keep in mind the purpose of CSC's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific services to be provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC.

PSC Form 1 or a word processing document with the identical format must be used. If a word processing document is used, do not alter or change the order of the information requested and questions asked on PSC Form 1 as it is a standardized form.

Please be sure to indicate the type of approval and type of request desired by checking one of the boxes for each section. Do not type on the back of the form. Submit only one copy of the form. The form must be signed by the departmental personal services coordinator.

Do not use abbreviations without indicating what the abbreviation stands for. Do not use "not applicable" or "N.A.", explain why there is no applicable response.

PSCs for student interns must indicate the number of hours to be worked. The proposal must also indicate how the students are selected.

7. UNION NOTIFICATIONS

Departments are generally required to notify employee organizations of the intent to contract for personal services. Notification procedures differ depending on the memorandum of understanding negotiated with the respective unions.

For PSCs involving services which could potentially be performed by employees in classes represented by either International Federation of Professional and Technical Engineers (Local 21) or the Building Inspectors Association, departments must send a copy of a request for proposal (RFP) to these unions no later than the date the department sends out a RFP.

For PSCs involving services that could potentially be performed by employees in classes represented by the Service Employee International Union (SEIU Locals 250, 535 and 790) and all other unions, departments must send a copy of the RFP and PSC Form 1 to SEIU and any other respective unions at the same time they are sent to the DHR.

There are more than 40 employee organizations that represent City employees. Please contact your departmental personnel office or the DHR Employee Relations Division, if you have questions about which classes of employees are represented by which unions.

PSC Form 1 may be sent by FAX to expedite notice to an employee organization.

Section II of the form provides a place to verify that the employee organization has been sent a copy of the PSC Form 1 and the RFP in a timely manner. Have the person mailing the PSC Form 1 and RFP identify the employee organization(s) notified, sign their name and indicate the date of mailing as shown below.

<u>Local 21</u> # or name	_____ Signature of person mailing/faxing form	<u>June 30, 1995</u> Date
<u>Local 790</u> # or name	_____ Signature of person mailing/faxing form	<u>June 30, 1995</u> Date
RFP sent to <u>Local 21</u> on <u>April 2, 1995</u> _____		

8. PERSONAL SERVICES CONTRACT PROCESSING

- A. Once a PSC Form 1 is submitted, DHR staff will review the form and contact the departmental PSC contract coordinator if additional information or clarification is required. In some cases, the form may be returned to the coordinator for rewriting or to correct other problems.
- B. Following the DHR review, a copy of staff's recommendation is sent to the departmental PSC coordinator prior to the scheduled CSC hearing date in the case of Continuing Approvals; or at the same time recommendations are posted, in the cases of Annual or Regular Approvals.
- C. If a contract is scheduled to be considered by the CSC, departments are requested to have representatives present at the CSC meetings, in order to respond to questions or provide clarification on the need for contractual services.
- D. After a CSC hearing, a notice of the CSC action is sent to the departmental PSC coordinator by the CSC Executive Officer. The PSC coordinator will also receive separate notification whenever a Qualified Approval is granted by the CSC.
- E. Personal services contracts processed through the Controller's Office for certification must include a copy of the PSC Form 1 and a copy of the Notice of CSC Action.
- F. At the time PSCs are processed for award, a copy of the Personal Services Contract Award Notice (PSC Form 2) must be sent by the departments to the DHR. The DHR will report the names, contract amounts and duration for all personal services contracts to the CSC annually not later than August 1 for the preceding year. Such reports from the DHR to the CSC shall be available for public inspection in the office of the CSC Executive Officer.

PERSONAL SERVICES CONTRACT SUMMARY

REQUESTING DEPARTMENT _____ DATE: _____

TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _____)

☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST: ☐ INITIAL REQUEST ☐ RESUBMISSION

TYPE OF SERVICE: _____

FUNDING SOURCE: _____

PSC AMOUNT: _____ PSC DURATION: _____

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

B. Explain why this service is necessary and the consequences of denial:

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____

_____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION: _____

CIVIL SERVICE COMMISSION ACTION: _____

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

B. Which, if any, civil service class normally performs this work?

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

☐

No

☐

B. Will the contractor train City and County employees?

☐☐

- Describe training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐☐

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☐

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☐

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☐

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator_____
Print or Type Name_____
Telephone Number_____
Address

PERSONAL SERVICES CONTRACT AWARD NOTICE

DEPARTMENT: _____

PERSONAL SERVICES CONTRACT NUMBER (PSC#): _____

CONTRACTOR: _____

AMOUNT: _____ DURATION: _____

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Is the contractor or any employee of the contractor receiving City and County retirement? | ☐ | ☐ |
| 2. Is the contractor or any employee of the contractor a current employee of the City and County of San Francisco? | ☐ | ☐ |
| 3. Is the contractor or any employee of the contractor been employed by the City and County within the past year? | ☐ | ☐ |

Name of Departmental Personal Services Contract (PSC) Coordinator

Signature of PSC Coordinator

Date _____

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services Contracts, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.



MEMORANDUM

Date: February 27, 1995

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerk

From: Wendell L. Pryor
Human Resources Director
[Signature]
Edward M. Harrington
Controller

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CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DOCUMENTS DEPT.
MAR 2 1995
SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: Procedures for Renewing Temporary Personnel Requisitions and Provisional Appointments

In Fiscal Year 1994-95 we have been phasing in the requirement that all departments submit new temporary personnel requisitions to replace all currently active temporary personnel requisitions.

For all departments except those listed below: 1) all currently active temporary personnel requisitions will be automatically extended until June 30, 1995; and 2) all temporary civil service (TCS), temporary exempt (TE), limited tenure (LT), provisional (PV), and non-civil service (NCS) appointments (except Type F) will be automatically extended until June 30, 1995; or, in the case of NCS and as needed PV appointments, until the employee has reach the maximum number of working hours (1040 hours in the calendar year).

The following departments must use the procedures described below for submitting new temporary personnel requisitions and continuing existing appointments against those personnel requisitions:

Department of Transportation
Recreation and Parks Department
Trial Courts

PERSONNEL REQUISITIONS

1. All **permanent** and **permanent exempt** personnel requisitions (those with department control numbers beginning with an "P" or a "E") will be automatically continued with no action required by departments.

2. All currently approved **temporary** (including **temporary exempt**, **temporary declared-permanent**, and **temporary exempt declared-permanent**) personnel requisitions (those with department control numbers beginning with an "T" or "F") will expire on April 30, 1995 and will not be extended.

New **temporary** (including **temporary exempt**, **temporary declared-permanent**, and **temporary exempt declared-permanent**) personnel requisitions must be submitted to the Department of Human Resources, Mayor and Controller by March 31, 1995 to be effective May 1, 1995. These requisitions may be approved up to June 30, 1995, and may be extended beyond that date if extension is approved by the Department of Human Resources and the Controller. Instructions for further extensions of requisitions will be issued prior to June 30, 1995.

3. If the employments against these personnel requisitions will not be continued, the employees occupying such requisitions must be separated in accordance with Civil Service Commission Rules and/or applicable collective bargaining agreements. Procedures for extending current appointments against new personnel requisitions are described below.
4. **Temporary** requisitions that are vacant will also expire on April 30, 1995 and new requisitions may be submitted as described above. No action is needed to cancel vacant temporary requisitions.

APPOINTMENTS

1. **Permanent** (PCS) and **permanent exempt** (PE) appointments against permanent personnel requisitions (Department control numbers begin with "P" or "E") will be continued with no action required by departments.
2. **Permanent** (PCS) and **permanent exempt** (PE), and appointments against temporary declared-permanent or temporary exempt declared-permanent personnel requisitions will be extended provided the new personnel requisition is approved and the department indicates in the Special Conditions section that the requisition is "For the PCS or PE Reassignment of (Employee's Name and old DHR requisition number)". A new Separation Report for the reassignment will not be required.
3. **Temporary civil service** (TCS), **temporary exempt** (TE), **limited tenure** (LT), and both regularly scheduled and as-needed **Non-civil service** (NCS) and **provisional** (PV) appointments, (except OA type F), will be extended provided the new personnel requisition is approved and the department indicates in the Special Conditions section that the requisition is "For the TCS, TE, LT, NCS or PV Reassignment of (Employee's Name and old DHR requisition number)".
4. **Non-civil service** (NCS) and **provisional** (PV) appointments that are **type F** (short-term) will expire on the OA expiration date and will not be extended.
5. Keep in mind that NCS and as-needed provisional (PV) employments may not exceed one thousand forty (1040) working hours in the calendar year. Calculation of as-needed working hours began anew on January 1, 1995.

FOR MORE INFORMATION

For further information or assistance in the submission of new personnel requisitions and extension of appointments, please contact Norma Gill, Certifications Supervisor, Department of Human Resources, 44 Gough Street, 557-4816.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DATE : February 27, 1995

TO : Appointing Officers
Personnel Officers
Personnel and Payroll Clerks

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: PERSONNEL FORMS

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MAR 1 1995
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Personnel forms such as requisitions, separation reports, etc., that were formerly available for pick-up from the Department of Human Resources Reproduction Unit located at City Hall may now be picked up at the front counter of the offices of the Department of Human Resources located at 44 Gough Street.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

TO : APPOINTING OFFICERS
DEPARTMENTAL EEO OFFICERS

FROM : WENDELL L. PRYOR
Human Resources Director

DATE : March 14, 1995

SUBJECT : Affirmative Action Plans

DOCUMENTS DEPT.

MAR 16 1995

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The Department of Human Resources has prepared the workforce analysis for each department as mandated by the Charter. This year, the workforce analysis was prepared using the Eight Factor Analysis in order to give your department the advantages of a state-of-the-art analysis.

We used a process recommended by the Office of Federal Contract Compliance Programs (OFCCP) to supply organizations with an analysis of the labor market, which delineates the availability of applicants with requisite skills. The labor market data is taken from the 1990 Census.

We recognize that we have not provided this information since early 1994, however, it is our belief that you will recognize the benefits of this new process of analysis.

We urge your attendance at the Affirmative Action Plan Orientation Sessions. You may attend on either of the following days: Wednesday, March 22, or Wednesday, March 29, 1995, 9:00 to 11:00. These sessions will be held at DHR Training Center, 1st Floor, 44 Gough Street.

If you have any questions, please feel free to call Evelyn Hogan-Jackson at 557-4825.

cc: Evelyn Hogan-Jackson





MEMORANDUM

DATE: May 16, 1995

TO: Appointing Officers
Department Personnel Officers
Personnel/Payroll Clerks

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: Fingerprinting of Employees

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MAY 17 1995

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The Sheriff's Department Background Investigation Unit which performs fingerprinting for new appointees to City positions, is relocating:

FROM: 1155 Market Street
First Floor, Room 102

TO: 555 Seventh Street
Room 200
(Nearest corner: Bryant/Seventh)

The last day fingerprinting will be provided at 1155 Market Street will be **Thursday, May 18, 1995.**

From **May 19, 1995 to May 31, 1995**, the Sheriff's Office will not be able to perform fingerprinting. The new location at 555 Seventh Street, Room 200 will begin fingerprinting on **June 1, 1995**, at 8:30 a.m..

The hours of service will continue to be 8:30 a.m. until 12:00 Noon. The days of service will continue to be Thursdays and Fridays, except holidays.

If you have any questions, please call either Vernon Nulph at 557-4849 or Deputy Coleman at 554-3440 until May 23, or at 553-9600 after May 23.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

DATE: May 17, 1995

TO: All Appointing Officers

FROM: Wendell L. Pryor, Human Resources Director

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MAY 24 1995

SAN FRANCISCO
PUBLIC LIBRARY**SUBJECT: City and County of San Francisco Labor Relations Program**

The Department of Human Resources has received assistance from departments who have taken the lead in the negotiation of citywide memorandum's of understanding with affected Employee Organizations. We very much appreciate your support and assistance. As a result of Propositions L (November 1993) and F (November 1994), the Charter has centralized the coordination and responsibility for all labor relations activity in the Department of Human Resources and under the direction of the Human Resources Director. Proposition F allows for the negotiation of departmental memorandum's of understanding subject to the review and recommendation of the Human Resources Director, whose approval should not be unreasonably withheld, and approval by the Board of Supervisors.

Historically, the City has not been able to "centralize" this responsibility very effectively due in part to the lack of resources. While the continuing budget crisis will create an ongoing challenge to maintain and staff the labor relations program adequately, this memorandum sets forth guidelines and procedures for the coordination of all labor relations activities within the City and County based upon our most recent experience in coordinating the negotiation of 41 contracts.

Most departmental memorandum's of understanding will expire at the end of the current fiscal year for those employee organizations that were covered by the Salary Standardization Ordinance (SSO). Departments are then allowed to negotiate departmental memorandum's of understanding that are not in conflict with the citywide Memorandum's of Understanding. Allowing departments to negotiate departmental memorandum's of understanding is consistent with the delegation by Department of Human Resources of certain personnel responsibilities to Appointing Authorities pursuant to section 3.663(h) of the Charter. We have been advised, however, that the ultimate authority to conduct such negotiations and delegation of other personnel responsibilities must remain with the Human Resources Director pursuant to the Charter.

In order to facilitate the approval of Departmental Memorandums of Understanding, we

are requesting that you notify the Human Resources Director and Employee Relations Director prior to the commencement of negotiations for a Departmental Memorandum of Understanding. Once notified, the Department of Human Resources will assign a representative to coordinate the approval and implementation of the terms of the agreement consistent with the citywide memorandum's of understanding and applicable Charter, Civil Service Commission, and other provisions. Therefore, please contact me at your earliest convenience to discuss a specific strategy and work plan that allows the Department to conduct negotiations on behalf of the City and the Human Resources Director.

cc: Honorable Mayor Frank M. Jordan
Board of Supervisors
Jim Wunderman
Teresa Serata
Employee Organizations

WLP/mag

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**



EMPLOYEE RELATIONS DIVISION . 44 Gough Street
Suite 300 . San Francisco, CA 94103
Telephone 557-4990 . Fax 557-4919

May 30, 1995

MEMORANDUM

TO: ALL APPOINTING OFFICERS
DEPARTMENTAL PAYROLL & PERSONNEL REPRESENTATIVES

FROM: GEOFFREY L. ROTHMAN
ACTING EMPLOYEE RELATIONS DIRECTOR

SUBJECT: PART-TIME EMPLOYEES RECEIVING SDI BENEFITS

The State disability Insurance (SDI) program was established to make up, in part for the wages lost when an eligible employee is unable to perform their regular work due to an injury or illness not related to work. It has been brought to our attention that under certain circumstances a part-time employee who is on time other than paid work time (e.g., vacation, compensatory time off or floating holidays) may actually receive more than his or her regular compensation.

In order to insure that this does not happen in the future the following procedure for part-time employees who are receiving SDI benefits is effective immediately:

All documents relating to SDI payments for internal use should use the appropriate pay symbols as in the past. Documents concerning SDI payments sent to the State of California should report all hours as work time. For example, if a part-time employee who is receiving SDI benefits and normally works a four hour a day schedule, takes four hours of vacation on one of his/her workdays, all documents sent to the State of California should indicate that the above employee worked four hours on that vacation day. It is important to note that the employee should have four hours vacation time deducted from his/her accrued hours of vacation.

This method has been approved by the State of California, Employment Development Department, and will result in City employees receiving no more and no less than they are entitled to. Please contact Mr. Akbar Shaikh of the Controller's Office, Payroll & Personnel Division (PPSD) if you have any question regarding this matter.

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JUN 1 1995

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BSD

CITY LIBRARIAN (#41)
KENNETH E. DOWLIN
Main Library, Civic Center
San Francisco, CA 94102



MEMORANDUM

DATE: May 30, 1995

TO: APPOINTING OFFICERS
DEPARTMENT PERSONNEL OFFICERS
PERSONNEL/PAYROLL CLERKS

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: New Forms/Pamphlets

Effective June 1, all announcements for employment opportunities issued by the Department of Human Resources and Decentralized Examination Units will be printed on the new announcement paper.

We encourage departments to use this paper for their provisional announcements. You may obtain a small supply of the paper by asking at the front desk in the lobby of 44 Gough Street (Department of Human Resources Information Center).

We also have new editions of two pamphlets: *How to Get a Job with the City and County of San Francisco*, and *Important Employment Information*. Supplies of these pamphlets may also be obtained at 44 Gough Street. You should destroy any old copies you may have.

Also attached is a sample of the current City and County of San Francisco Employment Application. Again, supplies of this form may be obtained at 44 Gough Street, and you should destroy any old versions you may have.

If you have any questions, please call Susan Blomberg at 557-4884.

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CITY AND COUNTY OF SAN FRANCISCO

EMPLOYMENT OPPORTUNITY

The following information describes the civil service classification for which applications are being solicited.
Make sure you read the entire announcement before completing the application form.

**Minorities, Women, and Persons with Disabilities are Encouraged to Apply
An Equal Opportunity Employer**

General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information." This information, including information regarding appeals of the terms of this announcement, is part of the terms of all announcements. The pamphlet is available at the Department of Human Resources Information Center, 44 Gough Street. Read the entire announcement and the pamphlet before you fill out your Employment Application.

Getting the Job

After you have successfully passed the examination(s), your name will be placed on a list. This list is used to fill vacancies in the job classification for the specific period of time indicated on the list. For complete information about this phase, please see the pamphlet titled "The Certification Process."

Identification/Right to Work

All employees are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity and authorization to work in the United States.

Employee Salary and Benefits

Salary

- Competitive

Holidays

- 14 paid holidays per year

Vacation

- 1 to 5 years of service - 10 days per year
- 6 to 15 years of service - 15 days per year
- after 15 years of service - 20 days per year

Sick Leave

- 13 days per year

Other Benefits

- Retirement Plan for permanent employees
- Deferred Compensation program
- Social Security
- Health Insurance (choice of several plans)
- Dental Plans
- Disability Insurance program (available at employee's cost)
- Credit Unions
- Uniforms (if required by the City for the job classification)
- Tuition Reimbursement program (for permanent employees)



For Further Information:

Equal Employment Opportunity and Affirmative Action Division

44 Gough Street
San Francisco, CA 94103
(415) 557-4832

Certification Unit

44 Gough Street
San Francisco, CA 94103
(415) 557-4821

(3:00 p.m. to 5:00 p.m. only)

HOW TO GET A JOB

with the

CITY AND COUNTY OF

SAN FRANCISCO

What's Available?

Call our Job Hotline at (415) 557-4888
24 hours a day
for a recorded message listing City and County of San Francisco job openings

or

Come to the office at 44 Gough Street to review the list of all job classifications and fill out a courtesy card which will notify you when a specific classification opens for filing.

The information regarding benefits is intended to provide a general summary of benefits available to employees of the City and County of San Francisco and is not legally binding. The exact benefits an employee is entitled to receive depends upon the contract between the City and County of San Francisco and the bargaining unit representing the employee's classification, as well as various provisions of ordinances, the Charter, Civil Service Commission Rules, and Memoranda of Understanding.

Equal Opportunity Employment

San Francisco is a city on the front lines of economic growth, urban development, social issues and change, and is moving forward with a vision and desire to heighten the quality of life for San Franciscans and citizens of the greater Bay Area. Our employees play an important role in the future of San Francisco.

The City and County of San Francisco provides over 28,000 individuals in over 1,600 different job classifications. City employees provide direct services to a diverse population through activities such as maintaining city streets and parks, driving buses and cable cars, and providing public health services.

The City and County of San Francisco hires employees based on a merit system and conducts examinations to ensure that employees are hired and promoted on the basis of merit and fitness for the job. The City and County of San Francisco provides equal employment opportunities for all persons regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).

The Operations Division of the Department of Human Resources provides assistance to the public and to city departments by recruiting qualified applicants, developing and administering examinations, and establishing eligible lists from which departments may hire and/or promote individuals.

Job Announcement

The selection process begins with the posting of a job announcement. The job announcement, also called *Employment Opportunity* bulletin, describes the general duties, salary, type of examination(s) and the job-related areas that may be tested, and where, when, and how to file an application. Each classification is open separately for the filing of applications, and is tested separately. You may file

an application for a classification only when that classification is open for filing. Job announcements and applications are available at the Department of Human Resources, 44 Gough Street, San Francisco, CA 94103. Announcements for Provisional Employment are also posted at 44 Gough Street. Applications for these positions must be filed with the city departments offering the positions.

Applications

Applications are distributed and accepted when a job announcement is posted. It is very important that you take the following steps when applying:

Step 1: READ the entire announcement, giving special attention to *filing requirements, time limits, and minimum qualifications*. Filing periods vary, so it is important to apply as soon as possible. The job announcement is your guide to successful completion and filing of your application. You should keep the job announcement available until you have completed the entire process.

Step 2: FILL OUT the application and any supplemental forms required. When filling out the application, it is critical that you demonstrate your ability to meet the minimum qualifications by giving clear, concise and complete information.

Step 3: RETURN the application and any required attachments to the location listed on the job announcement within the filing date(s) stated on the announcement. Unless specifically required by the announcement, DO NOT submit originals of documents. DO make a copy of your application and any other papers before filing it with the Department of Human Resources. Applications and papers filed with the application are not returnable nor subject to retrieval once filed.

Once you have filed an application, it is extremely important that you inform the Operations Division of any change of address. You must come into the office and complete the Change of Address form. All notification by the Department of Human Resources is done by mail. If you are notified that you qualify for the test, you should begin preparing for the examination.

Examination

The City and County of San Francisco administers a variety of examinations, designed specifically for each job classification, which test the knowledge, ability and skill levels required for successful job performance. Your examination may include one or more of the following components:

Written Examination - Used to test candidates' technical and/or general knowledge. Written examinations typically include items such as multiple choice, fill-in-the-blank, and short answer questions. **Oral Examination** - A panel of two, three or four subject-matter experts asks each candidate a series of job-related questions. Candidates are rated based on the specific knowledge, ability and skill levels demonstrated when answering the questions. This test is NOT a job interview.

Performance Examination - A panel observes and rates candidates as each performs job-related activities. A performance examination may involve typing a letter, preparing an architectural blue print, paving a parking lot, or identifying tools.

Assessment Center - This examination method places a candidate in simulated work situations. For example, a candidate may be asked to make an oral presentation, participate in a group discussion, demonstrate writing skills and/or participate in a prioritizing exercise. Assessment Centers are generally used for administrative and management positions.

Reasonable accommodation will be made to facilitate the participation of disabled candidates in the examination process. If you qualify to take the examination, please notify the Operations Division prior to the date of the examination of any special needs you may have. Call the telephone number located on the job announcement or the Telecommunication device for the Deaf (TDD) at 415/775-9484. Additional information concerning the employment of people with severe disabilities (Rule 34 Program) may be obtained from the Department of Human Resources at 44 Gough Street.

Identification/Right to Work

All persons employed by the City and County of San Francisco are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity and authorization to work in the United States. Acceptable forms of identification as required by the Federal Immigration and Naturalization Service may be found in the pamphlet *Federal Immigration and Naturalization Service Requirements*, available at 44 Gough Street.

Change of Address

Applicants/Eligibles are responsible for notifying the Department of Human Resources of any change of address by filling a change of address form at 44 Gough Street.

Appointment

After receiving a conditional offer of employment, prospective employees may be required to pass a medical examination, which might include drug testing. Some positions (e.g., patient contact positions) in the Department of Public Health require that employees meet departmental Disease Immunity Standards for certain vaccine-preventable diseases and/or that employees undergo periodic tuberculosis testing. Most new appointees will be finger-printed. Some departments or positions require a background check or security clearance. When reached for employment, eligibles who are required to drive must be insurable under that department's automobile liability insurance. Qualifications must be maintained throughout employment. Classifications which are represented by bargaining units that have contracts with the City and County may have benefits, terms of employment, and working conditions that are subject to the terms of the particular agreement as signed by the representing bargaining unit.

Additional Information

The following information pamphlets are available at the Department of Human Resources office at 44 Gough Street

- *How to Get a Job with the City and County of San Francisco*
- *The Certification Process*
- *Applicant Information: Veteran's Preference*
- *Applicant Information: Arrest and Conviction Policy*
- *Applicant Information: Education (including a list of accredited colleges and universities world-wide)*
- *Information about Exempt Employment of Individuals Who are Severely Disabled*
- *Federal Immigration and Naturalization Service Requirements*

For further explanation concerning any of the above information, contact the Department of Human Resources, located at 44 Gough Street, 557-4800, or call the personnel analyst at the telephone number listed on the back of the examination announcement.

All information in this pamphlet is subject to change without notice.



City and County of San Francisco
Department of Human Resources
44 Gough Street
San Francisco, CA 94103
(415) 557-4800

IMPORTANT

EMPLOYMENT

INFORMATION

May 1995

IMPORTANT EMPLOYMENT INFORMATION

Equal Employment Opportunity

The City and County of San Francisco is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC).

Job Opportunity Announcement

Applicants must be guided solely by the provisions of the announcement, including requirements, time periods, and other particulars, except when superseded by federal, state or local laws, rules or regulations. The Department of Human Resources reserves the right to revise the examination plan in order to meet the requirements of law. In the event that three (3) or fewer applicants meet the minimum requirements for a classification, the Department of Human Resources reserves the right to modify the examination plan and to rank the candidates on the basis of an evaluation of each candidate's training, education, and/or experience. Unless otherwise noted, applicants must possess the minimum qualifications required by law and by the announcement by the final filing date. Required qualifications must be maintained throughout employment. Clerical errors may be corrected by the posting of a notice on the bulletin board at 44 Gough Street.

Appeal Procedure

Written appeals concerning an examination announcement must be received within seven (7) business days from the original issue date of the announcement. Petitioners will be notified in writing concerning their appeals. Rulings may be reconsidered only if the request is received by noon

of the fifth business day following mailing of the original notification. Following this appeal period, only questions dealing with interpretation of requirements will be considered.

Decisions of the Human Resources Director are appealable to the Civil Service Commission.

Employment Application

Applicants must clearly show that they meet all requirements by submitting a complete employment application. The Examination announcement may require that a supplemental application be filed. The examination announcement may also require the presentation of an official college transcript or copy of a license. Papers filed with an application are not returnable. City employees receive credit for the duties of their classification unless their appointing officer officially assigns other duties in accordance with Civil Service Commission rules. Part-time and volunteer experience may be used to meet experience requirements. One year of experience equals 2000 hours.

Examinations

Each type of selection device used to determine the eligibility of candidates is described on the announcement. Scores on written examinations and oral or oral-performance examinations may be standardized when it is determined that there are significant differences in scores due to multiple examination panels or there is a psychometric value to using standard scores.

All candidates will be required to present identification showing a photograph at each part of the examination. Acceptable identification includes: driver license; city, state or federal issued identification card; passport; student body card; alien registration receipt card.

Applicants with Disabilities

Reasonable accommodation will be made so

that qualified disabled applicants may participate in the examination process. Please advise the staff member in writing at the address listed on the examination announcement of special needs in advance of the examination.

Seniority Credit in Promotional Examinations

For promotive only or combined promotive and entrance examinations, any person who is otherwise qualified and has current permanent, probationary, certified temporary from a list, or holdover status with the City and County of San Francisco and has had six months of verifiable satisfactory experience in any class in any status (including provisional appointments) as of the final filing date for applications, qualifies promotionally. Such employees are entitled to up to sixty (60) additional points for seniority and satisfactory performance rating after passing the examination(s). Deductions from seniority points will be made for applicable disciplinary actions.

Eligible Lists

The purpose of an examination is to provide a list of qualified persons eligible for employment. Separate lists are established for each job classification. Candidates are ranked on an eligible list according to their overall scores in the examination. Eligibles receiving the same score are given the same rank and listed in alphabetical order. In the case of "Rule of the List" lists where there are no examination scores, candidates are listed alphabetically. Vacancies are filled from among the available candidates according to the certification rule used for the list. This rule is stated on the examination announcement and on the list. Before posting, the duration of the list or of the eligibles will be determined.

FOR OFFICE USE ONLY
 Analyst _____ Date _____
☐ Qualified
☐ Hold - must submit:
 by: _____
☐ Rejected for: ☐ experience
☐ education ☐ late filing
☐ verification ☐ other: _____

CITY AND COUNTY OF SAN FRANCISCO EMPLOYMENT APPLICATION

Submit Completed Application
 to the Address Indicated on
 the Job Announcement



**ANSWER ALL QUESTIONS - TYPE OR PRINT IN INK
 READ THE EXAMINATION ANNOUNCEMENT BEFORE COMPLETING THIS FORM**

Position I am applying for: Class # _____ Title _____		Specialty (if required by announcement)	
Last Name		First Name	
		Middle Initial	
Street Address		Apt.No.	Home Telephone Number () -
City	State	Zip Code	Work Telephone Number () -

- -

Social Security Number

Other surname(s) I have used: _____

You may ☐ may not ☐ contact my present employer.

I am currently employed by the City and County of San Francisco: ☐ Yes ☐ No

If yes, Class Number and Title: _____ Start Work Date in this class: _____

Department: _____ Unit or Division: _____

Employment Status: ☐ Permanent Civil Service (from a list) ☐ Temporary Civil Service (from a list)
☐ Provisional (not from a list) ☐ Exempt from Civil Service

Permanent Class Number if other than class listed above: _____ Starting Date: _____

I can speak ☐ read ☐ write ☐ the following language(s) besides English: _____

I have a Driver License ☐ No ☐ Yes--If yes, Number _____ Class: _____ State: _____ Expiration: _____

LAST NAME

FIRST NAME

M.I.

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ G.E.D. Certificate

☐ California High School Proficiency Certificate

COLLEGE, BUSINESS/TRADE SCHOOLS, SPECIAL TRAINING: NAME AND LOCATION	COURSE OF STUDY/MAJOR	UNITS COMPLETED	DATE DEGREE/ CERTIFICATE AWARDED	TYPE DEGREE/ CERTIFICATE

EMPLOYMENT HISTORY - YOU MUST COMPLETE THIS SECTION. Do not attach a resume as a substitute. **Begin with your most recent experience, starting with your current job.** Be sure to include all experience, regardless of dates, which demonstrates that you meet the minimum requirements as shown on the announcement for the position. **Attach additional sheets if you need more space to describe duties or list former employers.** Describe your duties as completely as possible. Incomplete information may cause a delay in processing your application. If you supervise(d) employees, include the number of employees you supervise(d). If you held more than one position with the same employer, list each separately.

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			

MO/YR TO	MO/YR	EMPLOYER'S NAME AND ADDRESS	TITLE OF YOUR POSITION
HOURS PER WEEK		DUTIES PERFORMED	
SALARY			
REASON FOR LEAVING			



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

/// Release 4
MEMORANDUM

DATE:

June 28, 1995

DOCUMENTS DEPT.

JUL 3 1995

TO:

All Appointing Officers
Departmental Personnel and EEO Staff

SAN FRANCISCO
PUBLIC LIBRARY

FROM:

Wendell Pryor, Director
Department of Human Resources

SUBJECT:

Consolidation of Equal Employment Opportunity Program and Management and Employee Development Divisions

Effective July 1, 1995, the EEO and MED Divisions in the Department of Human Resources will merge to become the new EEO and Staff Development Program Division. A major rationale for the consolidation of these two divisions is that they share an employee development and empowerment focus.

The entire City will gain from this consolidation, which affords the Department of Human Resources an opportunity to address more effectively the concerns of employees and departments regarding training and staff development, re-training, dispute resolution, affirmative action, sexual harassment complaints and training. Through the combined effort of this new Division, which creates a partnership between Training and EEO, DHR will be able to maximize its resources to increase organizational effectiveness within the City and County of San Francisco.

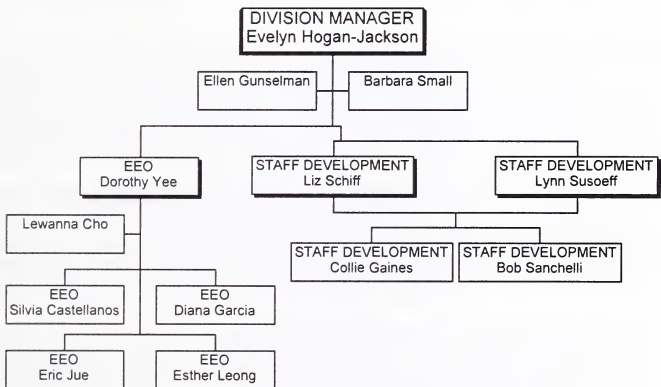
Evelyn Hogan-Jackson has been appointed the Division Manager. Evelyn was previously the Division Manager for EEO Programs in DHR.

The attached organizational chart describes the structure of the new EEO-Staff Development Program Division.

If you have questions, please give me a call at, 557-4902 or Evelyn at 557-4825. More details of the programs and activities will be disseminated within the next sixty days.



EQUAL EMPLOYMENT OPPORTUNITY
and
STAFF DEVELOPMENT PROGRAM DIVISION





WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

F
75
1
Releases

28/95

Date: June 28, 1995

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerk

From: Wendell L. Pryor
Human Resources Director
Edward M. Harrington
Controller

DOCUMENTS DEPT.
JUN 29 1995
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PUBLIC LIBRARY

Subject: Procedures for Renewing Temporary Personnel Requisitions and Provisional Appointments

In Fiscal Year 1994-95 we had been phasing in the requirement that all departments submit new temporary personnel requisitions to replace all current and active temporary personnel requisitions. The aim of the requirement was to make the transition to using temporary personnel requisitions for truly temporary employment situations. Since the intended results were not fully realized, staff from the Department of Human Resources, the Controller's Office and the Mayor's office will be developing new procedures in order to achieve the desired objectives concerning the application and use of temporary personnel requisitions.

In the interim, temporary personnel requisitions for all departments will be extended as follows: 1) all currently active temporary personnel requisitions will be automatically extended until December 31, 1995; and 2) all temporary civil service (TCS), temporary exempt (TE), limited tenure (LT), provisional (PV), and non-civil service (NCS) appointments (except Type F) against temporary personnel requisitions will be automatically extended until December 31, 1995; or, in the case of NCS and as needed PV appointments, until the employee has reach the maximum number of working hours (1040 hours in the calendar or fiscal year).

Non-civil service (NCS) and provisional (PV) appointments that are Type F (short-term) will expire on the OA expiration date and will not be extended. Keep in mind that NCS and as-needed provisional (PV) employments may not exceed one thousand forty (1040) working hours in the fiscal or calendar year. Calculation of as-needed working hours began anew on January 1, 1995.

Please be aware that the new procedures for processing temporary personnel requisitions that are being developed by staff may require action by departments prior to the December 31 expiration date. Notice will be provided at the earliest possible date the procedures are ready for implementation.

FOR MORE INFORMATION

For further information or assistance in the submission of new personnel requisitions and extension of appointments, please contact Norma Gill, Certifications Supervisor, Department of Human Resources, 44 Gough Street, 557-4816.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

IMPORTANT NOTICE

DOCUMENTS DEPT.

JUL 10 1995

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DATE: July 3, 1995

TO: ALL USERS of the Department of Human Resources Computer System

FROM: Wendell L. Pryor
Human Resources Director, Department of Human Resources

Kira Chuchom
MIS Projects Director, Department of Human Resources

SUBJECT: Official Department of Human Resources and Civil Service Commission Data

As of July 1, 1995, the Department of Human Resources and the Civil Service Commission have successfully completed the migration of our "bare-bones" applications and all related data off the Wang system. Effective immediately, the official DHR and CSC database will no longer reside on the DHR Wang minicomputer. Application modules impacted by this notice include the following:

- o Applicant Tracking (inclusive of Exam Scoring, Exam Scheduling, Random Selection)
- o Certification Process (Eligibles, Holdovers, others)
- o Requisitions Processing (all types)
- o Appointment Processing (Eligibles from Civil Service List, Provisionals and Exempts)
- o Layoff Processing (all phases)
- o Classification Data (all)
- o Compensation Data (all)
- o Official Information (Eligible Lists, Seniority Rosters, others)
- o Reports (all On-line and Off-line/Monthly reports)

Please contact the following individuals for further information or assistance:

Emergency Assistance (Special Project): (415) 557-4997 **HOTLINE**

New System Access and User Training: (415) 557-4924 [Linda Lee]

DHR MIS Projects Director: (415) 557-4955 [Kira Chuchom]

cc: Albert C. Walker, Executive Officer, Civil Service Commission
Ray Wong, Administration Division Manager, Department of Human Resources
MIS File



City and County of San Francisco



**DEPARTMENT OF HUMAN RESOURCES
HEALTH SERVICE SYSTEM**

1155 Market Street, 3rd Floor
San Francisco, CA 94103-1523
Administration: (415) 554-1700

July 13, 1995

MEMO

DOCUMENTS DEPT.

JUL 27 1995

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TO: Appointing Officers
Personnel Officers
Employee Organizations

From: Randall B. Smith *R.B. Smith*
Health Service System

Re: Election of Health Service Board Officers

At its meeting of June 15, 1995, the Health Service Board elected Commissioner Jackson Loos as President and Commissioner Sidney E. Foster, M.D. as Vice-President for the 1995-96 fiscal year.

Other members of the Health Service Board are:

Commissioner James Deignan
Supervisor Tom Hsieh
Commissioner George Krueger
Commissioner Harry Parechian
Commissioner Claire Zvanski

Please change your records accordingly. The Health Service Board meets on the second Thursday of each month at 4:00 P.M. at 1155 Market Street, 4th Floor.





WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

JUL 26 1995

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DATE: July 21, 1995

TO: All Appointing Officers and Departmental Personnel Officers

FROM: Wendell L. Pryor

SUBJECT: Temporary Out of Class Policy Restatement Memo

The Civil Service Commission has strongly recommended that I reissue and clarify the Department of Human Resource's policy on Out of Class assignments.

In support of this, Civil Service Commission Executive Director Al Walker has written a summary of points that need to be captured in this Restatement of Policy.

Before I issue a formal Restatement of Policy, I would like to add your input to what I have received from Al. I have attached it for your review. Please add any thoughts you have on this important issue, and return it to me by August 4. Thank you.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: June 14, 1995

To: Wendell Pryor
Human Resources Director

From: Albert C. Walker
Executive Officer

Subject: TEMPORARY OUT-OF-CLASS POLICY RESTATEMENT
MEMO

As requested by the Civil Service Commission on Monday, June 5, 1995, the following summarizes those points which I would recommend be included in the Temporary Assignments Outside of Classification Policy restatement memo to be transmitted to all departments. Although the summary attempts to clarify only those major concepts which have direct impact on out-of-class assignments, the entire area of "classification", in general, should also be discussed.

Specifically, there is significant confusion with both managers and employees regarding the assignment of duties to a position. On one side, we have employees who believe that any additional duty or group of duties they are assigned constitutes an out-of-class assignment, and therefore, entitling them to additional compensation. Likewise, managers are confused as to the flexibility of assigning duties to positions in a class.

To ameliorate this problem, the Policy restatement memo should discuss some concepts from the Rule as follows:

GENERAL CLASSIFICATION CONCEPTS:

Differentiate between an appointment, regular assignment, reassignment, modified assignments (regular and short term), and the temporary assignment outside of classification, or out-of-class assignment.

- **Appointment:** The permanent or temporary selection and designation by an appointing officer acting under the authority bestowed by law under these Rules and the Charter, of a person from a specified group of candidates to a differently classified and legally authorized position in accordance with civil service appointment procedures and in accordance with budgetary requirements.

- **Regular Assignment** may be:
 - a. a permanent or temporary duty or group of duties assigned to a position in a class by an appointing officer. The assignment consists of duties related to the class in which the position is classified within the level and responsibility of the class, and essentially does not change or modify the allocation of the position to the class, or
 - b. the personnel transactions effected by the appointing officer designating the position in a class to be occupied on a permanent or temporary basis by an employee.
- **Reassignment:** The redesignation by the appointing authority of an employee from one position to another position in the same class in the same department or the reallocation of class-related duties to a position. The reassignment of an employee from one position to another within the class and department has no time limit nor does it engender additional compensation. The reallocation of class-related duties to a position likewise does not have time limit and does not engender additional compensation.
- **Amended Regular Assignment:** An appointing officer may designate in writing some new or additional task or group of tasks to the on-going work duties of a position which are generally related to the regular duties or level of responsibility of the class in which the position is classified and become part of the regular duties of the position. The addition to a regular assignment has no time limit nor does it engender additional compensation. The addition to the regular assignment may contain certain properties sometimes associated with another class; however, any duties may be assigned which are related to the typical duties normally assigned to a position in that class.
- **Short-Term Additional Assignment:**
 - a. A "short-term additional assignment" is a time limited additional assignment, made in writing, of: 1) an employee appointed in a position to one class for a maximum of twenty (20) working days or by the length provided in a collective bargaining agreement; and 2) of a duty or duties usually allocated to a different class, whether budgeted or not, but the duties assigned are generally within the range of capability of the employee to perform. The duty or duties may be those of another class but within the range of capability of the employee to perform, may not belong to any established class, or may be any duties required by the appointing officer or designee. Short-term additional assignments are departmental duties as opposed to position or class duties.
 - b. All "short-term additional assignments" shall be in writing as provided in the Rules and in the manner and in the form prescribed by

the Human Resources Director and shall comply with all requirements established by these Rules.

OUT-OF-CLASS CONCEPTS:

- The **out-of-class definition** should mention that the out-of-class assignment is the assignment of an employee made in writing by an appointing officer or designee without change in an employee's class to temporarily perform the full range or normal day-to-day duties and responsibilities of a budgeted and vacant position in another class to temporarily meet the needs of a department.
- Clarify when the temporary assignments can be made, i.e., unless otherwise provided in the Policy, in the Civil Service Commission Rules, or in a collective bargaining agreement, selection and retention shall be at the discretion of the appointing officer or designee.
- Reiterate that the temporary out-of-class assignment shall not be made when an appointment based on the regularly established rules and procedures of the Civil Service Commission may be made.
- Clarify that a temporary out-of-class assignment shall only be made to an authorized position in a different class which is vacant and for which funds are temporarily unavailable.
- Emphasize that appointing officers are precluded by Charter from creating additional unfunded and unauthorized positions or incurring any liability for back pay or additional compensation. Therefore, adequate funds must be available in a department's budget prior to a temporary out-of-class assignment is made.
- Update the current policy to reflect changes in the time limit, i.e., "After twenty (20) consecutive working days or as otherwise provided in a collective bargaining agreement in a temporary assignment, ..."
- Clarify that any extensions beyond that which is specified on the Temporary Assignment Form are subject to approval by the Human Resources Director.

- Clarify that temporary out-of-class assignments should not be made during an employee's probationary period. The probationary period an employee serves is that time which an appointing officer or designee may determine whether the employee is competent to perform the duties of the position for which hired; therefore, no temporary out-of-class assignments should be made during this period. Also, the probationary period is the final phase of the employment selection process; therefore, no temporary out-of-class assignment should be made when an employee is serving a probationary period.
- Clerical update to policy to reflect a name change on the out-of-class requests forms from the Civil Service Commission Compensation Unit to the Department of Human Resources Compensation Unit.
- Emphasize that temporary out-of-class (acting) pay or credit for work experience shall not be granted without required advance approval and documentation of the temporary out-of-class assignment. Requests for documentation after the fact shall not be honored by the appointing authority or the Human Resources Director. Further, that no retroactive verification of temporary out-of-class assignment shall be made by an appointing officer nor shall such requests for verification be accepted for any purpose.
- Also reiterate that a position which is vacant due to the incumbent acting in a temporary out-of-class capacity shall not be replaced by placing another employee on a temporary out-of-class assignment to perform the duties of the class temporarily vacant due to the incumbent being placed on a temporary out-of-class assignment.
- Need to re-emphasize that no temporary out-of-class assignment pay or acting pay shall be granted or honored until the temporary out-of-class assignment is approved by the Human Resources Director.
- Duties of the temporary out-of-class assignment must include the full-range of duties or a substantial portion of the duties of another class.
- Absences during out-of-class assignments due to leave in a paid status do not constitute a break in service for the purpose of computing any service requirement for eligibility for out-of-class (acting pay).
- Employees shall not be rotated or removed from a temporary out-of-class assignment in order to deprive the employee of or to avoid liability for temporary out-of-class (acting) pay.
- Remind departmental personnel officers of the approval/denial procedure as specified in the current policy.

- As a closing may want to include a caveat that stipulates the provisions for violations of the Rule and/or the Policy.

As part of the overall administration of the out-of-class assignments, I would also recommend that the Human Resources Director submit a quarterly report to the Civil Service Commission so of all out-of-class assignments in the City and County of San Francisco. The city-wide out-of-class summary should include the name of the individuals on the out-of-class assignment, their current permanent position, the out-of-class position, the amount of out-of-class pay they are receiving, if any, and any other pertinent information you believe is appropriate. This would allow the Civil Service Commission to properly monitor the implementation of its policy.

If you have any questions regarding the above information, please let me know. Otherwise, I look forward to reviewing a final draft of the out-of-class policy restatement memo.

ACW:MZ

c: Karen Clopton, President
Adrienne Pon, Vice President
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Margarita Zamora, Assistant Executive Officer

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

JUL 26 1995

SAN FRANCISCO
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DATE: July 24, 1995

TO: All Department Heads and Departmental Personnel Officers

FROM: Wendell L. Pryor, Human Resources Director

SUBJECT: **Status of DHR Information System Migration**

The Department of Human Resources has reached the final phase in our move from the WANG to the new MIS system. This is the first in a series of updates to keep you informed of our progress and how it impacts the services we provide to you.

All WANG data has been transferred successfully, and our staff has begun using the new MIS system to conduct all our routine transactions. As we begin to use these new applications, we are temporarily experiencing a slow-down of certifications and list adoptions for two reasons: 1) the fiscal year changeover has generated the usual backlog of service requests from all departments; and 2) we are working out the normal number of glitches as we implement the new system for the first time.

Anne Godfrey is heading up a transition team consisting of Linda Marini, Vernon Nulph, Candy Heurlin, Norma Gill, Ray Wong and Kira Chuchom, to set priorities and minimize delays in processing your transactions. If you have an emergency and need priority service, you can call Anne, Linda or Vernon to relay your request to the transition team. Phone numbers: Anne Godfrey 557-4944

Linda Marini 557-4969

Vernon Nulph 557-4849

In the meantime, we ask for your patience as we get the new system into place.

Also, for those departments that have access to the new MIS system from remote locations, our security procedures have been put into place as of this past weekend, and the functions you are authorized to use are now operational.

Thank you for your cooperation.

cc: James Wunderman, Chief of Staff, Office of the Mayor
Teresa Serata, Director of Finance, Mayor's Office of Budget and Management



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: July 31, 1995

TO: ALL APPOINTING OFFICERS
ALL DEPARTMENTAL PERSONNEL OFFICERS
ALL DEPARTMENTAL MAIL ROOMS

FROM: Ray Wong
Chief of Staff

SUBJECT: INTER-OFFICE MAIL

DOCUMENTS DEPT.

AUG 1 1995

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There seems to be a great deal of confusion about mail intended for our department.

There are two separate departments:

Civil Service Commission Dept. 30
401 Van Ness Avenue, Room 304

Department of Human Resources Dept. 33
44 Gough Street

Please address inter-office mail to the appropriate department. Any mail intended for the Department of Human Resources **should not** be addressed to "Civil Service." We no longer function under that title, and will not get our mail in a timely manner when it is addressed that way. The same is true for mail intended for the Civil Service Commission. They will not get their mail in a timely manner if it is addressed to the Department of Human Resources.

The only mail box that should be used for inter-office mail for the Department of Human Resources is located on the first floor of 875 Stevenson Street - the mail boxes used by Purchaser's Mail and Reproduction Unit. The Department of Human Resources has mail from this box delivered daily to 44 Gough Street by David German's unit. We do not have our own mail person walking back and forth between 44 Gough Street and 875 Stevenson.

Therefore, please **DO NOT** put inter-office mail for the Department of Human Resources anywhere except the first floor mail box at 875 Stevenson Street. Specifically, **DO NOT** use the Controller's Office box on the second floor.

Effective Monday, August 7, we will no longer pick up mail from the Controller's Office. If you put mail in that box, it will never get to us.

Thank you for your cooperation in this matter.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

DATE: July 31, 1995

TO: Appointing Officers
Personnel Officers
Personnel Representatives
Employee Organizations

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: Employee Relations Program

DOCUMENTS DEPT.

AUG 03 1995

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We have now reached the conclusion of the first negotiating cycle implementing Prop "F" (collective bargaining for miscellaneous employees). We appreciate the support and assistance provided by the staff of many City departments and the cooperation of employee organizations.

As we continue with our employee relations efforts I wish to communicate the names of the individuals on my staff whom you should contact if you have questions concerning any element of our program. The responsible individuals include:

- | | |
|---|-----------------------------|
| 1. Employee Relations/Program Management | |
| Chief Negotiator: | Geoffrey Rothman (557-4911) |
| 2. Deputy Manager and Chief Negotiator: | Alice Villagomez (557-4921) |
| 3. Compensation Management: | Tanya Smith (557-4878) |
| 4. Grievance Management: | Paula Schiff (557-4922) |
| 5. Contract Preparation and Administration: | Vicki Rambo (557-4928) |
| 6. Bargaining Unit Assignments: | Janet Rogers (557-4915) |

At this time the Employee Relations Division is organized by function and/or program. Additionally, specific individuals who either negotiated or were a liaison to the negotiating team have been identified for each recognized bargaining unit. A list of those assignments are attached for your information. Policy matters and contract interpretation questions should be referred to Geoff or Alice.

We still have a significant backlog of grievances to process and contract provisions to be implemented. We have added staff to handle and process grievances, and are in the process of clarifying the role of the Operations Division in assisting the Employee Relations Division in compensation management and contract administration. Additional information will be forthcoming.

Please feel free to contact these staff members should you have any questions or concerns regarding our Employee Relations program.

cc: Mayor Frank M. Jordan
Board of Supervisors
Jim Wunderman, Chief of Staff
Teresa Serata, Director of Finance

**ASSIGNMENT OF ERD STAFF REGARDING
CURRENT MEMORANDA OF UNDERSTANDING
AS OF JULY 31, 1995**

ALICE:

1. Airport Police Officers Association
2. Automotive Machinists, LOCAL 1305
3. District Attorney Investigators Association
4. Machinists & Aerospace Workers, LOCAL 1327
5. Municipal Attorneys' Associaton
6. Professional & Technical Engineers, LOCAL 21
7. S.F. Firefighters, LOCAL 798
8. S.F. Police Officers' Association
9. TWU, LOCAL 200
10. TWU, LOCAL 250-A
11. Supervising Registered Nurses, LOCAL 856

GEOFF:

1. Building Inspectors Association
2. Building Materials & Construction, Teamsters, LOCAL 216
3. Carpenters, LOCAL 22
4. Deputy Sheriffs' Association
5. Municipal Executives Association
6. SEIU, LOCAL 250
7. SEIU, LOCAL 535
8. SEIU, LOCAL 790
9. Nurses, SEIU, LOCAL 790

GEOFF/ALICE:

1. Municipal Executives Association (Airport Police Mgmt)
2. Municipal Executives Association (Police Department Mgmt)
3. Municipal Executives Association (Fire Department Mgmt)

JANET:

1. Bricklayers and Allied Craftsmen, LOCAL 3
2. Cement Masons, LOCAL 580
3. Electrical Workers, LOCAL 6
4. Glaziers, LOCAL 718
5. Ironworkers, LOCAL 377
6. Painters, LOCAL 4
7. Pile Drivers, LOCAL 34
8. Plumbers, LOCAL 38
9. Roofers, LOCAL 40
10. Sheet Metal Workers, LOCAL 104
11. Stationary Engineers, LOCAL 39
12. International Association of Theatrical Stage Electricians (IATSE)

VICKI:

1. Laborers International Union, LOCAL 261
2. Operating Engineers, LOCAL 3
3. Probation Officers Association
4. S.F. Interns & Residents Association (SEIU)
5. Teamsters, LOCAL 856
6. Union of American Physicians & Dentists



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

AUG 08 1995

SAN FRANCISCO
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DATE: August 7, 1995

TO: All Department Heads and Departmental Personnel Officers

FROM: Wendell L. Pryor, Human Resources Director

SUBJECT: Status of DHR Information System Migration

In my July 24 memorandum to you about the conversion of our Human Resources System from the WANG to a new MIS system, I mentioned that I would continue to keep you informed about our progress in getting back up to speed with the new system.

We are making progress, and as the attached figures demonstrate, we are beginning to improve our ability to provide you with the turnaround you need in our processing of certifications, eligible lists, requisitions, separations, layoff separations, appointments and oral authorizations.

We are continuing to dedicate a significant number of MIS staff to work full time with our Certification Unit to provide on-site training and technical support, so that as problems occur, we can fix them immediately and continue to improve the new system's ability to process transactions.

Our transition team has received a number of requests for priority service, and is trying to respond to those in a timely manner. I appreciate your continued support and cooperation as we move forward.

cc: James Wunderman, Chief of Staff, Office of the Mayor
Teresa Serata, Director of Finance, Mayor's Office of Budget and Management

attachments

APPLICATIONS/LISTS PROCESSED TO DATE: New DHR Human Resource System

(Data as of Friday, August 4, 1995) - Source: DHR Operations

Lists Created: over 50

Applications Entered: over 6900

CERTIFICATIONS PROCESSED (and Mailed): New DHR Human Resource System

(Data as of Friday, August 4, 1995) - Source: DHR Operations - Certification

DEPARTMENT	CLASS	#ELIGS	#REQS	pre-7/1	7/17 - 21	7/24 - 28	7/31 - 8/4
FINE ARTS (62)	3522	8	1	1			
AIRPORT (27)	2718	1	1			1	
	9209	1	1			1	
	1817	R/3	1		1		
	7375	1	1				1
	9202	1	1				1
CAO	1444	1	1			1	
MUNI (35)	7318	1	1			1	
	9104	27	4				1
PARKING & TRAFFIC (36)	1720	1	1			1	
JUVENILE COURT (12)	1454	1	1			1	
REAL ESTATE (71)	4142	1	1			1	
DHR (33)	1281	R/List	1			1	
	1242	1	1			1	
	8166	1	1				1
	8141	13	11				1
LIBRARY (41)	1220	1	1			1	
	1844	1	1			1	
SFCC (14)	1426	1	1			1	
	1844	1	1				1
DPW	7449	6	6				1
	5204	1	1				1
	1706	1	1				1
	1924	1	1				1
PORT	7335	1	1				1
CITY PLANNING	5278	6	2				1
TOTALS			45	1	1	12	12

DATA ENTRY by CERTIFICATION STAFF: New DHR Human Resource System**(Data as of Friday, August 4, 1995) - Source: DHR Operations - Certification**

TRANSACTIONS	pre 7/1	7/17 - 21	7/24 - 28	7/31 - 8/4	TOTALS
REQUISITIONS	Parallel Test Only	130	128	104	362
SEPARATIONS	Parallel Test Only	45	120	114	279
LAYOFF SEPARATIONS	Parallel Test Only	25	25	5	55
APPOINTMENTS	Parallel Test Only	30	20	1	51
TOTALS		230	293	224	747

PROVISIONAL APPOINTMENTS PROCESSED: New DHR Human Resource System**(Data as of Friday, August 4, 1995) - Source: DHR EEO**

DEPARTMENT	7/10 - 14	7/17 - 21	7/24 - 28	7/31 - 8/4	TOTALS
SFGH	3	1	1	2	7
DSS		3	3	6	12
SFUSD		1		2	3
REC & PARK		12	1	2	15
DPH		1	7		8
LIBRARY		2	4		6
AIRPORT		3	5	1	9
LAGUNA HONDA		3	2	3	8
DPW		4	12	4	20
PUC		16		1	17
TAX COLLECTOR			2		2
JUVENILE PROBATION			3	1	4
PORT			3		3
COMMUNITY COLLEGE			2		2
PARKING & TRAFFIC			26		26
WATER			2		2
TREASURER				1	1
ADULT PROBATION				1	1
MAYOR				5	5
PUBLIC GUARDIAN				1	1
MENTAL HEALTH				2	2
TOTALS	3	46	73	32	154



MEMORANDUM

DATE: AUGUST 18, 1995

TO: DEPARTMENT HEADS
APPOINTING OFFICERS
PERSONNEL OFFICERS
PERSONNEL CLERKS

FROM: WENDELL L. PRYOR, DIRECTOR
DEPARTMENT OF HUMAN RESOURCES

SUBJECT: REQUESTS FOR PROVISIONAL APPOINTMENTS

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AUG 22 1995
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The Department of Human Resources is now using its new Human Resources Information System (HRIS) to process requests for oral authorizations to make provisional appointments. This new process includes a few changes, including system-issued oral authorization numbers, or appointment numbers, when appointments are recorded.

In reviewing requests to make provisional appointments, DHR EEO staff are using the HRIS system to research the status of requisitions, eligible lists, examinations, appointment histories of proposed appointees, workforce composition, and other information. In addition, EEO staff reviews the selection procedure, affirmative action effort, and the qualifications of the proposed appointee for each appointment. When all elements of an OA request are verified and approved, the appointment is recorded in the HRIS, the system assigns an OA number, and EEO staff contacts the department with the number.

In implementing this new process, EEO staff is noting that it is taking longer than usual to respond to departments with approved oral authorizations for provisional appointments. Therefore, in order to address your business needs to make provisional appointments, we ask that you submit your requests for oral authorizations at least three or four days in advance. Additional delays may occur if the department caller is not prepared to provide the information described above accurately and in detail.

Thank you for your cooperation. If you have any questions, please contact Dorothy Yee in the DHR EEO Office at 557-4889.



MEMORANDUM

Date: September 5, 1995

To: Department of Human Resources Staff
Decentralized Personnel Unit Staff
Departmental Personnel Officers

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SEP 07 1995

Through: Wendell L. Pryor
Human Resources DirectorSAN FRANCISCO
PUBLIC LIBRARYFrom: Gary R. King
DHR Program Services

Subject: Procedures for Appeals and Reports on Appeals to the Civil Service Commission

The Civil Service Commission (CSC) is revising its procedures for handling appeals and submitting written reports on appeals to the Commission effective for the CSC meeting of September 18, 1995. The revised procedures were distributed by the CSC on August 29, 1995. Some of the revisions involve changes to the CSC deadlines for submission of reports and these changes will impact the deadlines for providing the reports to the Human Resources Director for review and approval.

Effective with the CSC meeting of October 2, 1995, staff reports and other documents for inclusion in the CSC agenda must be submitted to the Department of Human Resources by the end of business two (2) Mondays before the CSC meeting.

An orientation on the new CSC procedures will be held:

Thursday, September 14th
10:30 to 11:30
44 Gough Street, 3rd Floor
Training Rooms 300A/B

Staff from both the Department of Human Resources and the Civil Service Commission will be present to provide an overview of the revised procedures and to answer questions regarding the procedures. Please contact Jeanette Mason at 557-4829 to reserve a seat for the orientation session.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

Date: September 13, 1995

To: Department of Human Resources Staff
Decentralized Personnel Unit Staff
Departmental Personnel OfficersFrom: Wendell L. Pryor
Human Resources Director**Subject: Human Resources Information System (HRIS) Update**

Due to concerns that have been expressed regarding the status of the new Human Resources Information System (HRIS), we are intensifying our efforts to successfully implement the HRIS system and overcome the perceptions about the effectiveness of the system and the accuracy of data in the system. Examples of HRIS user concerns that have been reported to us include: the generation of critical DHR reports (i.e., active requisitions and seniority reports); delays in certifying eligibles, reactivating requisitions, and processing separations; access to and the operation of some HRIS applications (i.e., Applicant Tracking System); and the precision of data currently in the system.

In response to these concerns, we have restructured how HRIS services will be delivered to users and dramatically increased the staff resources to establish the implementation of the HRIS as a special project (see organization chart on back side). The HRIS Implementation Project efforts will focus on:

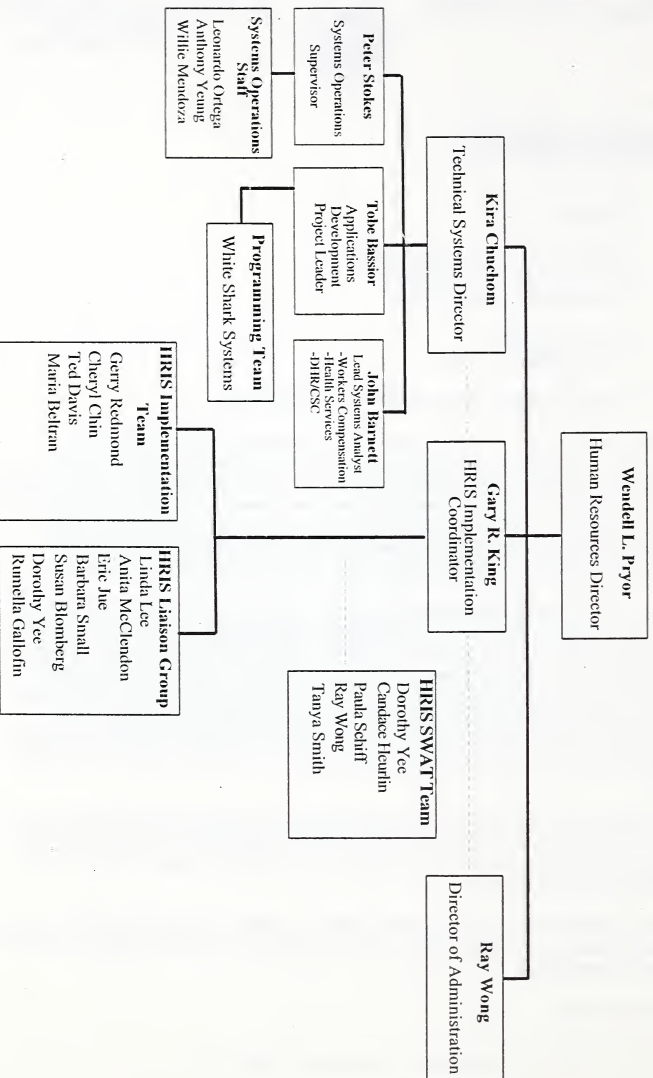
- 1) Providing frequent and regular updates on the progress of the system implementation to HRIS users;
- 2) Verifying the accuracy of the information in HRIS databases;
- 3) Establishing an integrated system for reporting HRIS operational problems that also provides users with information on the status of efforts to resolve reported problems; and
- 4) Delivering sufficient orientation and training on the HRIS to enable users to effectively operate and utilize the new system to support their personnel functions.

Effective immediately, Gary King has been assigned as the Coordinator of the HRIS Implementation Project. He is designated as the single contact person who is responsible for resolution of all issues regarding the DHR Human Resources Information System and for responding to HRIS users needs. His telephone number is 557-4815.

The HRIS Implementation Project staff will be scheduling meetings with major HRIS users to discuss the project Workplan, to identify the users' most critical concerns about the HRIS, and to answer other questions about this project.

c: Department Heads

DHIR Human Resources Information System (HRIS) **Organizational Chart** **(Proposed)**



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

September 22, 1995

MEMORANDUM

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SEP 27 1995

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Departmental Personnel Officers
Payroll PersonnelFROM: Geoffrey L. Rothman
Employee Relations DirectorRE: BARGAINING UNIT ASSIGNMENTS - INITIAL ASSIGNMENTS AND
REASSIGNMENTS

In accordance with the procedure for Bargaining Unit assignments issued by this Office on October 12, 1990, the following initial Bargaining Unit assignments and reassignments are hereby determined as indicated below. These assignments are effective the payroll period which begins October 21, 1995.

Classification	Unit Assignment	Certified Representative
1779 Mgr. - Reproduction & Mail Services Ctr.	M	MEA
2988 Director, Aging Program	EM	MEA
5122 Assistant City Architect	M	MEA
6216 Sewer Safety Inspector	10	Local 21
8109 Document Examining Supv.	5 - B	Local 790, SEIU

By copy of this memo, it is requested that departments with employees in the affected classifications notify such employees of these assignments and of Employee Relations Ordinance Section 16.210 (B) which reads as follows:

"In the event an employee or employee organization disagrees with his or her or its inclusion in a particular unit above, the aggrieved party may submit a protest to an administrative law judge for a hearing and final determination. In arriving at said determination, said judge shall consider, in addition to any other factors, the similarity of skills, wages, hours and other working conditions among the employees involved, the history of collective bargaining with regard to the employees involved and the desires of said employees."

continued-

Per Civil Service Rule 21.31, "Procedures for the Utilization of Administrative Law Judges, "any request for such hearing should be directed to the Executive Officer of the Civil Service Commission, Veterans Building, 401 Van Ness Avenue, 3rd Floor, San Francisco, Ca 94102. Such requests are to be received no later than 20 calendar days from the date of this notice. Please contact Mike Casey at 554-4747 to request the required form if you wish to file a protest regarding any of the unit assignments set forth above.

In general, provisions of collective bargaining agreements with the employee organizations or associations listed above will apply prospectively to employees in the assigned classifications from the effective date of these assignments.

cc: Albert C. Walker, CSC
Mike Casey, CSC
John Madden, Controller
Sandy Holmes, PPSD
Clare Murphy, Retirement
Randy Smith, Health Service System
All Recognized Employee Organizations
Chron file

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WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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NOV 0 9 1995

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DATE: November 6, 1995

TO: Department Heads
Personnel Officers
Departmental Personnel Representatives

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: Extension of Eligible Lists or Duration Of Eligibility

This is to inform you of recent actions either extending the duration of an eligible list or extending the duration of eligibility for eligibles on continuous lists.

CLASS/TITLE	LIST NO	EXPIRATION DATE	EXTENSION
1226 Chief Payroll/Personnel Clerk	CPE5	10/12/95	1 month
1808 MIS Technician I	E1	10/31/95	1 month
1818 MIS Specialist II	E1	10/31/95	1 month
1847 Executive Aide to the Mayor's Office	E2	10/27/95	6 months
2588 Health Worker IV - Other	E16	10/20/95	6 months
2996 Representative, HRC	E9	10/25/95	6 months
3284 Recreation Director	E34	10/26/95	6 months
5406 Special Assistant for Program Coord.	E1	10/27/95	6 months
5410 Intergovernmental Affairs Coord.	E1	10/27/95	6 months
7367 Radio Technician	E13	10/11/95	6 months
8214 Parking Control Officer	E19	10/17/95	6 months
8238 Police Communications Dispatcher	E11	10/18/95	45 days
9724 Specialist in Aging III	E2	10/25/95	6 months

Questions regarding whether a list has been extended may be directed to Vernon Nulph, Operations Division, at 557 4849.

Also attached are two charts covering list extensions during the periods 7/1/95 to 8/31/95 and 9/1/95 to 9/30/95.

**REPORT OF ELIGIBLE LISTS EXTENDED
DURING THE PERIOD OF 7/1/95 - 8/31/95**

CLASS NO.	CLASS TITLE	LIST NO.	ORIGINAL EXPIRATION DATE	DATE(S) EXTENDED	DURATION OF EXTENSION
1204	Senior Personnel Clerk	E4	8/28/95	8/24/95	2/28/96
1630	Account Clerk	E19	9/13/95	8/24/95	3/13/96
1802	Research Assistant	E7	9/7/95	8/24/95	3/7/96
1808	MIS Technician I	E1	5/31/95	5/4/95; 8/25/95	9/30/95
1818	MIS Technician II	E1	5/31/95	5/4/95; 8/25/95	9/30/95
2587	Health Worker III-Activity Leader	E31	8/14/95	8/14/95	2/14/96
3417	Gardener	E11	9/1/95	8/15/95	9/1/96
3610	Library Assistant	E7	9/18/95	8/24/95	3/18/96
3630	Librarian I	E57	9/14/95	8/24/95	3/14/96
5214	Building Plans Engineer	CPE3	10/6/95	8/11/95	10/6/96
7120	Building & Grounds Supt.	CPE7	9/20/95	8/16/95	9/20/96
7332	Maintenance Machinist	E10	8/26/95	8/3/95	8/26/96
7388	Utility Plumber	CPE4	7/15/95	7/14/95	7/15/96
8106	Legal Process Clerk	E8	9/14/95	8/24/95	3/14/96
8108	Sr. Legal Process Clerk (All City)	CPE5	9/14/95	8/24/95	3/14/96
8108	Sr. Legal Process Clerk (Sheriff)	CPE6	9/18/95	8/24/95	3/18/96
8239	Sr. Police Communications Disp.	CPE3	7/15/95	7/15/95	8/15/95
8450	Criminal Justice Specialist I	E2	9/1/95	8/24/95	3/01/96
8452	Criminal Justice Specialist II	E1	9/1/95	8/24/95	3/01/96

**REPORT OF ELIGIBLE LISTS EXTENDED
DURING THE PERIOD OF 9/1/95 - 9/30/95**

CLASS NO.	CLASS TITLE	LIST NO.	ORIGINAL EXPIRATION DATE	DATE(S) EXTENDED	DURATION OF EXTENSION
0290	Deputy Clerk, Muni Court	P17	9/14/95	9/12/95	3/14/96
1428	Unit Clerk	E8	9/14/95	9/12/95	3/14/96
1444	Secretary I	E32	9/20/95	9/18/95	3/20/96
1446	Secretary II (SFUSD)	E31L	9/20/95	9/18/95	3/20/96
1808	MIS Technician I	E1	5/31/95	5/4/95; 8/25/95; 9/25/95	10/31/95
1818	MIS Technician II	E1	5/31/95	5/4/95; 8/25/95; 9/25/95	10/31/95
2112	Medical Records Technician	E13	10/4/95	9/27/95	4/4/96
2903	Eligibility Worker-DPH	E26	9/14/95	9/12/95	3/14/96
7347	Plumber	E4	9/18/95	9/18/95	10/18/95
9110	Fare Collection Receiver	E23	9/15/95	9/7/95	12/15/95
9116	Prin. Fare Collection Receiver	CPE6	9/7/95	9/7/95	12/7/95
9770	Community Development Assistant	E1	9/29/95	9/18/95	3/29/96
9772	Community Development Specialist	E1	9/29/95	9/18/95	3/29/96
9774	Sr. Community Development Specialist I	E1	9/29/95	9/18/95	3/29/96
9775	Sr. Community Development Specialist II	E1	9/29/95	9/18/95	3/29/96



MEMORANDUM

Date: December 6, 1995

To: All Department Heads
Appointing Officers
Department Personnel Officers
Employee Organizations Representatives

From: Wendell L. Pryor
Human Resources Director

Subject: Disaster Service Workers

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DEC 03 1995

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The purpose of this letter is to remind all City employees that they are designated by both State and City law as "Disaster Service Workers." In the event of a declaration of emergency, any employee of the City and County of San Francisco may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times and under conditions that are significantly different than the normal work assignment and may continue into the recovery phase of the emergency.

Please post and otherwise widely disseminate this reminder to all City and County employees.

Should you have any further questions, please contact me directly at 557-4902 or Ray Wong of my staff at 557-4833. Thanking you in advance for your cooperation and assistance.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date : December 6, 1995

To : Personnel Officers & Liaisons

From : Wendell L. Pryor
Human Resources Director

Subject : Personnel Policies and Procedures Manual

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DEC 13 1995

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The Department of Human Resources is updating/replacing the *Personnel Policies and Procedures Manual (3PM)*. Our plan is to issue policies and procedures as they are developed and updating and adding to the contents as necessary so that the manual becomes a "living document." We are finalizing procedures governing the processing of employee separations, the employee personnel records guidelines, and updating the DOT mandated drug and alcohol testing procedures. Additionally, several Civil Service Commission policies, either current or pending, will require implementing procedures. The passage of Proposition F and collective bargaining will remain a challenge to manage human resources programs and policies. Our goal is to issue with your assistance an interim manual within 90 days.

We are requesting that you review the attached list of subject-matter areas and prioritize the topics in the order which you feel is of the greatest importance to the operation of your department. Please return the survey by December 29, 1995.

We are also asking that you and/or other human resources staff in your department participate in the development and drafting of the actual policies and procedures. We believe that this approach is the best way to take advantage of the expertise that resides among the departmental personnel offices and to produce outcomes which are the most "user-friendly" to departmental needs. Please identify in the space provided on the survey form the areas in which you and/or your staff will participate and the names and phone numbers of those individuals.

If you have comments, recommendations, or questions, please feel free to call me or Ray Wong at 557-4833. Ray will be calling you in the near future to follow up on this matter.

Thank you.

cc: Ray Wong
DHR Executive Staff

PERSONNEL POLICIES AND PROCEDURES MANUAL

PROPOSED TABLE OF CONTENTS

INSTRUCTIONS: Please prioritize the subject areas listed below in rank order, i.e., 1,2,3...etc. with 1 being the highest and most immediate priority. Indicate in the column titled Department SME(s) [subject-matter expert(s)] the name of staff in your department who you believe have expertise in this area and who are willing to participate in the manual development process. Space is provided at the end of this survey in which you can list other subject areas which may have been omitted from this survey. If they are of greater priority than those subjects listed on this survey, please indicate by giving each subject the appropriate rank.

Section	Priority	Department SME(s)
1. Classification - Wording of Special Conditions		
2. Salaries and Compensation		
3. Examinations		
4. Certification		
5. Personnel Requisitions		
6. Appointment Processing Including: - Permanent - Exempt - OA - Prop F - Rule 34 - Transfers - Reinstatement/Reemployment Rights.		

7. EEO/AA Including: - Equal Employment Opportunity - Affirmative Action - Prohibition of Sexual Harassment - City Employee's Sexual Privacy Ordinance - Departmental Affirmative Action Plan - Prohibiting the use of Slurs - Discrimination in Employment against any Person with a Disease or Afflictions Not Transmitted by Casual Contact, ETC. - Language Diversity - ADA - Gender Identity - Favoritism - Neopotism		
8. Employment - Introduction - Additional Employment (Rule 29) - Cases of Suspected Criminal Activity - Violence in the Workplace - Fitness for Duty -Rule 22 -Rule 15 -Rule 35 -Return to Work -Drug Testing - Probationary Period - Performance Appraisal - Temporary Assignment Outside of Classifications - Leaves of Absence -General Info -Types of Leaves -Use of Forms -Abridgement of Leave -Policy & Procedures Governing Personal Leaves -FMLA -State Mandated Pregnancy Laws		

9. Separations <i>To include Provisions of CSC Rules as well as terms of MOUs.</i> - Non-Disciplinary Separations - Disciplinary Separations -including re-employment restrictions - Layoffs -including tie breaking -Definitions -Procedures for Implementing Layoffs -Exceptions to the Order of Layoff -Return to Duty -Rescinding or Amending a Layoff -Questions and Answers -Reduction in Force - Options -Layoff & Involuntary Leave of Absence Information Brochure -Sample Voluntary Layoff Letter		
10. Personnel Records and Employment Verification		
11. Other Mandated Personnel Policies - Improper Government Activities - Election Activities - Drug Free Workplace		

Comments or other topics not identified above but which should be included in manual /
Department SMEs:

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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DEC 13 1995

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Date : December 15, 1995

To : Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From : Wendell L. Pryor
Human Resources Director
Edward M. Harrington
Edward M. Harrington
Controller

Subject : Procedures for Renewing Temporary Requisitions and
Provisional Appointments

Temporary personnel requisitions and temporary appointments for all departments will be extended as follows: 1) all current active personnel requisitions will be automatically extended until March 31, 1996; and 2) all temporary civil service (TCS), temporary exempt (TE), limited tenure (LT), provisional (PV), and non-civil service (NCS) appointments (except Type F) against temporary personnel requisitions will be automatically extended until March 31, 1996; or in the case of NCS and as-needed PV appointments, until the employee has reached the maximum number of working hours (1040 hours in the calendar or fiscal year).

Non-civil service (NCS) and provisional (PV) appointments that are F Type (short-term) will expire on the OA expiration date and will not be extended. Keep in mind that NCS and *as-needed* provisional (PV) employments may not exceed one thousand forty (1040) working hours in the fiscal or calendar year.

For further information or assistance in the submission of new personnel requisitions and extension of appointments, please contact Norma Gill, Certifications Supervisor, Department of Human Resources, 44 Gough Street, 557-4816.





WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

DATE: January 11, 1996

JAN 11 1996

TO: Appointing Officers
Departmental Personnel Officers

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FROM: Anne Godfrey
Operations Division Manager

SUBJECT: USE OF CLASS 1650 ACCOUNTANT

This is to inform you of our policy to phase out the use of class 1650 Accountant. This policy should not adversely affect any current incumbents in budgeted positions in this class. However, departments are advised not to request new or substitute positions in this class for the FY 96-97 budget. Additionally, requisition requests in class 1650 will no longer be approved by Operations Division staff, except in cases of transfer or to avoid the layoff of a permanent employee who has rights to a position in class 1650.

This policy is a result of the Citywide classification study of all positions in the 1650 Accountant and 1652 Senior Accountant classes conducted by Ernst & Young in 1993. As a result of that study, positions were reallocated as recommended by the consultant; the class specification for 1652 Senior Accountant was updated; a new intern class, 1649 Accountant Intern, was established; and 1650 Accountant was recommended for abolishment when permanent incumbents are not adversely affected. In order to effect this recommendation as soon as possible, we will no longer approve requisitions in class 1650.

The consultant also recommended that a training program be adopted in order to train new employees in the 1649 Accountant Intern class. That program will be established in the future. Until the training program is established, departments will not be able to utilize this class. We will be communicating with you in the future regarding the development of the new program.

At this time, Operations staff will work with you to determine the appropriate class to meet your accounting needs. Class 1652 is established as the journey level class in the professional accounting series. Therefore, class 1652 should be utilized when professional accounting duties are required the majority of time. If lower level clerical accounting duties are required, then departments should utilize the account clerk series.

If you have questions please contact Rob Kellar at 557-4927.

cc: IFPTE, Local 21





WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

22/96
NOTICE

January 22, 1996

DOCUMENTS

JAN 22 1996

SAN FR
PUBLIC LIBRARY

TO: All Appointing Officers
Departmental Personnel Representatives

FROM: Department of Human Resources/ Employee Relations Division

RE: Notice to Unrepresented Employees

The Employee Relations Division of the Department of Human Resources has scheduled two meetings to meet and confer pursuant to **Charter Section 8.409.1**. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for **immediate posting**. Please post this notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable worksites.

For additional information, you may contact this office at 557-4990. Thank you for your assistance and prompt attention to this request.

attachment



January 22, 1996

MEMORANDUM

TO: Unrepresented Employees Covered Under Ordinance No. 136-95

FROM: Employee Relations Division
Janet Bosnich, Senior Personnel Analyst
Janet Rogers, Senior Personnel Analyst *gtr*

RE: Notice to Meet & Confer Pursuant to Charter Section **8.409.1**

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the city and county over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section **8.409.4** of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (No.136-95) for FY 1995-96, two meetings have been scheduled to consider forms of compensation including salaries, hours, benefits, and other terms and conditions of employment subject to approval or disapproval of the board of supervisors pursuant to Section **8.409.1** of the Charter.

The following dates and times have been reserved to meet with those **noted**, designated unrepresented employees who wish to meet and confer regarding the proposed forms of compensation specified above.

DATE/TIME: Thursday, February 1, 1996 - 10:00 AM

AND

Tuesday, February 13, 1996 - 2:00 PM

LOCATION: Office of the Employee Relations Division
44 Gough Street, Third Floor Conference Rooms, S.F.

For additional information, you may contact this office at 557-4990.

Attachment

**ATTACHMENT
LIST OF UNREPRESENTED CLASSIFICATIONS
PURSUANT TO CHARTER SECTION 8.409**

PLEASE NOTE: This list of unrepresented classifications covered by Charter Section 8.409 was prepared based on information available at the time of preparation. If unrepresented classes were inadvertently left off of the list they are still covered by the Ordinance (No. 136-95) which covers unrepresented employees.

1229	SPECIAL EXAMINER
1280	EMPLOYEE RELATIONS ASSISTANT
1281	EMPLOYEE RELATIONS REPRESENTATIVE
1282	PRINCIPAL EMPLOYEE RELATIONS REPRESENTATIVE
1283	DIRECTOR, EMPLOYEE RELATIONS DIVISION
1360	SPECIAL ASSISTANT I
1361	SPECIAL ASSISTANT II
1362	SPECIAL ASSISTANT III
1363	SPECIAL ASSISTANT IV
1364	SPECIAL ASSISTANT V
1365	SPECIAL ASSISTANT VI
1366	SPECIAL ASSISTANT VII
1367	SPECIAL ASSISTANT VIII
1368	SPECIAL ASSISTANT IX
1369	SPECIAL ASSISTANT X
1370	SPECIAL ASSISTANT XI
1371	SPECIAL ASSISTANT XII
1372	SPECIAL ASSISTANT XIII
1373	SPECIAL ASSISTANT XIV
1374	SPECIAL ASSISTANT XV
1375	SPECIAL ASSISTANT XVI
1376	SPECIAL ASSISTANT XVII
1377	SPECIAL ASSISTANT XVIII
1471	ELECTIONS WORKER

1518	CONFIDENTIAL SECRETARY TO ASSESSOR
1549	SECRETARY, JUVENILE PROBATION COMMISSION
1555	SECRETARY, BUILDING INSPECTION COMMISSION
1580	EXECUTIVE DEPUTY, MAYOR'S OFFICE
1649	ACCOUNTANT INTERN
1731	COMPUTER OPERATOR TRAINEE
1829	OPERATIONS ANALYST
1843	EXECUTIVE DIRECTOR, SOUTHEAST COMMUNITY FACILITY COMMISSION
1849	MAYOR'S PROGRAM MANAGER
1942	ASSISTANT MATERIALS COORDINATOR
2244	HEALTH CENTER DIRECTOR
2423	RADIOLOGIC TECHNOLOGIST INTERNE
2446	SENIOR CLINICAL LABORATORY TECHNOLOGIST
2465	VIROLOGIST
2529	ASSISTANT CHIEF, PARAMEDIC DIVISION
2561	OPTOMETRIST
2565	ACUPUNCTURIST
2576	SUPERVISING CLINICAL PSYCHOLOGIST
2742	GENERAL SERVICES SUPERVISOR
2782	LAUNDRY SUPERINTENDENT
2804	EPIDEMIOLOGIST III
2964	DIRECTOR, BUDGET AND PLANNING
2968	SOCIAL SERVICES MANAGER, INVESTIGATIONS
2978	CONTRACT COMPLIANCE OFFICER II
2982	RENT BOARD SUPERVISOR
3238	DANCE INSTRUCTOR
3248	PIANIST
3438	TREE TOPPER SUPERVISOR II
3484	AGRICULTURAL DIVISION LAND AGENT

3650	MEDICAL RECORDS LIBRARIAN
4331	SECURITY ANALYST
5140	MANAGER, BUREAU OF SYSTEMS PLANNING AND REGULATORY COMPLIANCE
5180	DEPUTY DIRECTOR, DEPT. OF BUILDING INSPECTION
5181	DIRECTOR, DEPT. OF BUILDING INSPECTION
5264	AIRPORT NOISE ABATEMENT TECHNICIAN
5502	PROJECT MANAGER I
5504	PROJECT MANAGER II
5506	PROJECT MANAGER III
5508	PROJECT MANAGER IV
6246	SENIOR PLUMBING INSPECTOR
7259	WATER AND POWER MAINTENANCE SUPERVISOR I
7288	SIGNAL SYSTEM MAINTENANCE SUPERINTENDENT
7304	COMPUTER REPAIR AND MAINTENANCE TECHNICIAN
7351	HEAD MEAT CUTTER
7361	PLASTERER
7369	APPRENTICE SHEET METAL WORKER
7389	METALSMITH
7451	SENIOR SHADE AND DRAPERY WORKER
7480	POWER GENERATION TECHNICIAN I
7482	POWER GENERATION TECHNICIAN II
7484	SENIOR POWER GENERATION TECHNICIAN
7488	POWER GENERATION SUPERVISOR
8121	INVESTIGATOR, PROTECTIVE SERVICES, PUBLIC UTILITIES COMMISSION
8135	ASSISTANT CHIEF VICTIM/WITNESS INVESTIGATOR
8137	CHIEF VICTIM/WITNESS INVESTIGATOR
8220	DIRECTOR, PARKING ENFORCEMENT
8222	HOUSING AUTHORITY POLICE OFFICER
8223	HOUSING AUTHORITY POLICE SERGEANT

8230	CHIEF MUSEUM GUARD
8247	EMERGENCY PLANNING COORDINATOR
8326	ASSISTANT DIRECTOR, BOYS RANCH SCHOOL
8446	COURT ALTERNATIVE SPECIALIST I
8464	ASSISTANT SECRETARY, COUNTY PAROLE COMMISSION
9135	PASSENGER SERVICE SPECIALIST
9350	HARBOR POLICE OFFICER
9366	ENGINEERING AIDE, PORT
9914	PUBLIC SERVICE AIDE - ADMINISTRATION
9916	PUBLIC SERVICE AIDE - PUBLIC WORKS
9920	PUBLIC SERVICE AIDE - ASSISTANT TO PROFESSIONALS
9922	PUBLIC SERVICE AIDE - ASSOCIATE TO PROFESSIONALS
9924	PUBLIC SERVICE AIDE - HEALTH SERVICES
A002	GRANTS REIMBURSEMENT SPECIALIST I
A003	GRANTS REIMBURSEMENT SPECIALIST II
A004	ARCHIVIST
A006	PARKING BUREAU CHIEF
A018	DEPARTMENT RISK MANAGER
A019	AIRPORT OUTREACH OFFICER
A028	SPEC PROGRAM COORDINATOR
A032	TRAFFICE SIGN MANAGER
A039	ASSOCIATE SAFETY OFFICER
A046	TRANSIT LINE MANAGER
A047	WATER SUPPLY ENGINEER
A049	BUREAU MANAGER, MANAG/EFFIC/PROD
A053	GENERAL CLAIMS AGENT
A057	WATER QUALITY SPECIALIST
A058	DIRECTOR ENTERPRISE ACCOUNT
A061	AIRPORT TERMINAL MANAGER

A062	ASSISTANT AIRPORT TERMINAL MANAGER
A063	BUSINESS OPERATIONS ANALYST
A067	LEGISLATIVE POLICY ANALYST
A095	DIRECTOR, OPERATIONS
A098	FINANCIAL OFFICER
A099	DIRECTOR, PARKING ENFORCEMENT
A100	PARKING ENFORCEMENT SUPERVISOR
A102	TOW & BOOT PROGRAM SUPERVISOR
A104	ASSISTANT SUPERVISOR TRAFFIC ENFORCEMENT
A112	PRINCIPAL EMPLOYEE RELATIONS REPRESENTATIVE
A114	MIS MANAGER
A115	COMMUNICATIONS COORDINATOR
A116	EMERGENCY PREPAREDNESS COORDINATOR
A122	MULTI SERVICE CENTER DIRECTOR
A365	DIRECTOR OF RESOURCE DEVELOPMENT & IMPLEMENTATION
A398	DEPUTY DIRECTOR RESOURCE DEVELOPMENT
A490	MANAGER, BUREAU OF PERSONNEL AND TRAINING
A518	PARK PROPERTY MANAGER
A519	ASSISTANT DIRECTOR CONVENTION FACILITIES
A520	DIRECTOR CONVENTION FACILITIES
A553	EXECUTIVE ASSISTANT TO GENERAL MANAGER, SOCIAL SERVICES
A557	DEPUTY FISCAL OFFICER - CAO
A565	HOTEL TAX ADMINISTRATOR
A566	ASSISTANT HOTEL TAX ADMINISTRATOR
A610	INFORMATION SERVICES DIRECTOR
A611	ADMINISTRATOR, HEALTH INFORMATION SERVICES
A627	INCOME MAINTENANCE SPECIALIST
A635	FISCAL & OPERATION OFFICER
A642	DIRECTOR OF PRISONER SERVICES

A712	HYDRANT SERVICE PERSON
A714	FINANCIAL SYSTEMS MANAGER
A736	SPECIAL PROJECT MANAGER
A738	PAYROLL DIRECTOR (CONTROLLERS)
A739	TRANSIT MAINTENANCE MANAGER III
A745	BUDGET DIRECTOR
A746	MIS DIRECTOR
A752	DATA COMM. SYSTEMS ANALYST SUPERVISOR
A753	ASSISTANT CITY ENGINEER, DEPT. OF PUBLIC WORKS
A754	FACILITY MANAGER-SECF
A766	AIRPORT ASSISTANT TO DIRECTOR
A777	DIRECTOR OF PUBLIC INFORMATION, DEPARTMENT OF PUBLIC HEALTH
A782	DIRECTOR OF FINANCE, PURCHASING
A784	DIRECTOR OF PLANNING AND RESEARCH - DSS
A785	MANAGER, RESOURCES AND PLANNING, WATER
A790	FINANCIAL MANAGER DEPARTMENT OF PUBLIC WORKS & PUBLIC UTILITIES
A805	TELECOMMUNICATION SYSTEMS DIRECTOR
A807	POWER SCHEDULING TECHNICIAN
A827	AIRPORT PARKING MANAGER
A829	MANAGER-LICENSE & PERMIT BUREAU
A832	OPERATIONS EQUIPMENT SUPERVISOR
A835	REAL PROPERTY MANAGER
A836	PROPERTY MANAGER II
A837	INVESTIGATIVE ASSISTANT
A863	SENIOR PLUMBING INSPECTOR
A888	FINANCIAL SPECIALIST III
A891	CAPITAL RESOURCES MANAGER
A893	MANAGER, CWP PLANNING AND CONTROL
A895	INSTRUMENTATION AND CONTROL APPRENTICE

A898	CONTRACTING OFFICER I
A899	CONTRACTING OFFICER II
A900	CONTRACTING OFFICER III
A901	CONTRACTING OFFICER IV
A902	CONTRACTING MANAGER
A903	PROJECT CONTROLS OFFICER I
A904	PROJECT CONTROLS OFFICER II
A905	PROJECT CONTROLS OFFICER III
A906	PROJECT CONTROLS MANAGER
A907	CONSTRUCTION ENGINEER
A908	SENIOR CONSTRUCTION ENGINEER
A909	SENIOR CONSTRUCTION INSPECTOR
A910	HYDRAULIC ENGINEER
A911	WATER TREATMENT ENGINEER
A912	CORROSION ENGINEER
A913	GEOTECHNICAL ENGINEER
A914	CONTROLS & INSTRUMENTATION ENGINEER
A915	DAMS ENGINEER
A916	SYSTEMS OPERATIONS ENGINEER
A919	CONSTRUCTION CONTRACT ADMINISTRATION
A922	ELECTRONIC INSTRUMENTATION ASSISTANT SUPERVISOR
A925	PLANS APPROVAL MANAGER
A940	OPERATION ANALYST
A942	SENIOR ASSOCIATED ADMINISTRATOR
A943	CLINICAL PATIENT SPECIALIST
A956	SENIOR LEGAL PROCESS CLERK
A959	REPRODUCTION/MAILROOM MANAGER
A962	EMPLOYEE BENEFITS TECHNICIAN
A976	REAL PROPERTY MANAGER II

A978	SENIOR DATABASE ADMINISTRATOR
A979	MANAGER-DATABASE ADMINISTRATION
A981	ASSISTANT PAYROLL DIRECTOR
A982	VOCATIONAL COUNSELOR
A989	EMPLOYEE BENEFITS SUPERVISOR
A991	CONTRACTING SPECIALIST
AA08	RESEARCH CHEMIST
AA09	MANAGER, BUDGET AND PERFORMANCE, AIRPORT
AA18	REGULATORY SPECIALIST
AA19	MANAGER, BUSINESS SERVICES
AA20	TRAINING & SAFETY COORDINATOR
AA23	CHIEF, BUREAU OF CONSTRUCTION MGNT
AA24	BUREAU MANAGER, ENV. REGULATION & MGNT
AA30	DIRECTOR, EMERGENCY SERVICES AND PUBLIC SAFETY
AA31	DIRECTOR OF FINANCE
AA32	DIRECTOR OF BUSINESS AND ECONOMIC DEVELOPMENT
AA34	TELECOMMUNICATIONS SPECIALIST
AA35	ASSISTANT DIRECTOR OF BUDGET AND PLANNING
AA37	EXECUTIVE ASSISTANT TO THE ASSESSOR
AA38	PROPERTY TRANSFER ASSISTANT
AA42	PERMIT CLERK I
AA43	PERMIT CLERK II
AA44	SENIOR HEARING OFFICER
AA46	WORKERS COMPENSATION ADJUSTER TRAINEE
AA48	EXECUTIVE ASSISTANT, DIRECTOR OF AIRPORTS
AA49	CLINIC FINANCE COORDINATOR
AA50	SUPV. CLINIC FINANCE COORDINATOR
AA51	DIRECTOR OF COMMUNITY ORIENTED PRIMARY CARE
AA52	DEPUTY GENERAL MANAGER, DEPARTMENT OF ELECTRICITY

AA53	MANAGER, PARKING CITATION PROGRAM
AA54	ASSISTANT MANAGER, PARKING CITATION PROGRAM
AA55	FIELD SURVEY CLERK
AA56	PARKING CITATION HEARING OFFICER
AA57	HEALTH CENTER MANAGER
AA58	NOISE MONITORING TECHNICIAN
AA59	EXEC. ASST. TO THE DIRECTOR OF HUMAN RESOURCES
AA60	CONFIDENTIAL SECRETARY TO THE DIRECTOR OF HUMAN RESOURCES
AA61	DIRECTOR OF HUMAN RESOURCES
AA62	HEALTH SERVICES ADMINISTRATOR
AA63	ADMINISTRATIVE SECRETARY, PORT
AA65	ASST. DIRECTOR, AIDS OFFICE
AA66	MULTI-DISCIPLINE INSPECTOR
AA67	RECORDS MANAGER
AA68	POWER GENERATION SUPERVISOR
AA69	POWER GENERATION SITE SUPERVISOR
AA70	SENIOR POWER GENERATION TECHNICIAN
AA71	POWER GENERATION TECHNICIAN II
AA72	POWER GENERATION TECHNICIAN I
AA73	WATER & POWER RESOURCE MANAGER
AA74	WATER & POWER SPECIALIST
AA75	WATER & POWER ANALYST II
AA76	WATER & POWER ANALYST I
AA77	DEPUTY DIRECTOR, OPERATIONS, DEPT. OF TRANSPORTATION
AA78	DEPUTY DIRECTOR, MAINTENANCE, DEPARTMENT OF TRANSPORTATION
AA79	DEPUTY DIRECTOR, ADMINISTRATION & FINANCE, DEPARTMENT OF TRANSPORTATION
AA80	DEPUTY DIRECTOR, CAPITAL PROJECTS, DEPARTMENT OF TRANSPORTATION
AA81	EXECUTIVE DIRECTOR, ETHICS COMMISSION
AA82	HEALTH CARE ANALYST

AA83	BENEFITS ADMINISTRATOR
AA84	DIRECTOR, DEPARTMENT OF TRANSPORTATION
AA85	ADMINISTRATIVE SECRETARY, TRANSPORTATION COMMISSION
AA86	MANAGER, BUREAU OF SYSTEM PLANNING & REGULATORY COMPLIANCE, PUC
AA88	DIRECTOR OF EXHIBITIONS, MUSEUMS AND CULTURAL EXCHANGE
AA89	FINANCE MANAGER
AA90	MARATIME MANAGER
AA91	BUDGET MANAGER
AA92	SHERIFF'S TECHNICIAN
AA93	CHIEF, BUREAU OF SAFETY
AA94	LIBRARY AIDE I
AA97	COMMISSION SECRETARY, DEPT. OF BUILDING INSPECTION
AB03	DEPUTY DIRECTOR, BUILDING INSPECTION
AB04	MEDICAL DIRECTOR, EMSA
AB05	DEPUTY CLERK, PARKING & TRAFFIC
AB06	DEPUTY CLERK I, PARKING & TRAFFIC
AB07	INFORMATION CLERK, PARKING & TRAFFIC
AB08	ASST. DIV. CHIEF CLERK, PARKING & TRAFFIC
II20	SENIOR ORDERLY
Q 63	CRIMINOLOGIST

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

Date: February 5, 1996

DOCUMENTS DEPT.

To: Department Heads
Personnel Officer
Departmental Personnel Representatives
Employee Organizational Representatives

FEB 12 1996

SAN FRANCISCO
PUBLIC LIBRARYFrom: Wendell L. Pryor
Human Resources DirectorSubject: **Workers' Compensation Claims Management Information System**

We are pleased to announce that the Workers' Compensation Program of the Department of Human Resources will be converting to a new Claims Management Information System effective February 20, 1996.

This conversion will significantly improve the claims handling capabilities of the Workers Compensation professional staff, as well as the City's ability to report and monitor statistical and financial data. This conversion has been accompanied by a complete reengineering of the claims management procedures within the program. This dramatic change is expected to result in major improvements, both internally within the division, as well as externally with respect to the claims information that will subsequently be made available to support our user departments. Once converted, our internal claims management function and the third party administrator (TPA) will be supported by the same data system, and managed by the Department of Human Resources under an integrated database.

Please note all Workers' Compensation personnel will be attending two-weeks of training on the new system from February 5th thru 16th. During that time frame, our responses to your inquiries may be delayed. Your patience and understanding during this two week period will be greatly appreciated. We anticipate that the conversion ultimately will allow us to respond more effectively to your problems and concerns.

We are excited about the major improvements occurring within our Workers' Compensation program, and we are certain that you will experience an increase in support in the post-conversion environment. If you have any questions regarding this conversion, please direct them to Mr. Brian Narlock, Claims Manager, at 554-1773.



MEMORANDUM

DATE: February 6, 1996

TO: All Department Heads
Departmental Personnel Officers

THROUGH: Wendell L. Pryor
Human Resources Director

FROM: Anne Godfrey
Division Manager, Operations

SUBJECT: Update on Status of Certification and Expedited Processing of Requisitions

DOCUMENTS DEPT.

FEB 08 1996

SAN FRANCISCO
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The goal of the Department of Human Resources' Operations Division is to provide you with responsive and timely service, so that you can make appointments and staff your positions as quickly as possible. We are making some significant changes effective March 1, 1996, which will provide immediate gains to all our customers:

- ▶ With the exception of non-routine requests (e.g. special assistants, new classes, new special conditions), we will quickly approve all requisitions that have been approved by the Mayor's and Controller's Offices. We will provide a set of guidelines for your Department to use in sending us requisition and classification requests.
- ▶ Through a new Requisition Processing Desk, we will centralize the approval and tracking of all requisitions that come into DHR.
- ▶ Three DHR staff will be dedicated as a team within the Operations Division reporting directly to me, to focus on database cleanup and troubleshooting to resolve the problems we encounter in using the new HRIS system.

Certification staff are working overtime weeknights and Saturdays to clear up the backlog of certifications. We will continue to keep you apprised of our progress in improving the Certification and Requisition Review processes. As you identify high-priority certifications that are critical to your operation, you or your staff may notify me at 557-4944 or Vernon Nulph at 557-4849.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

FEB 21 1996

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PUBLIC LIBRARY

February 16, 1996

TO: Unrepresented Employees Covered Under Ordinance No. 136-95

FROM: Employee Relations Division
Janet Bosnich, Senior Personnel Analyst
Janet Rogers, Senior Personnel Analyst

RE: Notice to Meet & Confer Pursuant to Charter Section 8.409.1

Employees in classifications not represented by a recognized employee organization are entitled to represent themselves with the city and county over wages, hours and other terms and conditions of employment to the extent required by state law and shall not be subject to the arbitration provisions of Section 8.409.4 of the Charter.

For those unrepresented employees covered under the current unrepresented ordinance (No. 136-95), a meeting has been scheduled to consider the proposed forms of compensation specified above.

Date/Time: Tuesday, February 27, 1996 - 2:00 p.m.

Location: Office of the Employee Relations Division
44 Gough Street, 3rd Floor Conference Rooms, S.F.

For additional information, you may contact this office at 557-4990.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

Memoranda

DOCUMENTS DEPT.

February 16, 1996

FEB 21 1996

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TO: All Appointing Officers
Departmental Personnel Representatives

FROM: Department of Human Resources/Employee Relations Division

RE: Notice to Unrepresented Employees

The Employee Relations Division of the Department of Human Resources has scheduled a successive meeting for employees in classifications not represented by a recognized employee organization to represent themselves with the city and county over wages, hours and other terms and conditions of employment to the extent required by state law. In order to provide notification for affected unrepresented employees, the attached memorandum is being forwarded to your office for immediate posting. **Please post this notice (attached memorandum) in locations accessible to affected unrepresented employees. Additionally, please ensure posting at all applicable worksites.**

For additional information, you may contact this office at 557-4990. Thank you for your assistance and prompt attention to this request.

attachment



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

20/96 MEMORANDUM

DATE: February 20, 1996

TO: Department Heads
Departmental Personnel Officers
Employee Organization Representatives

FROM: Wendell L. Pryor *Wendell L. Pryor*
Human Resources Director

RE: ASSAULT PAY

DOCUMENTS DEPT.

FEB 22 1996

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Effective March 1, 1996 the Administration of Assault Pay benefits will be transferred from the Employee Relations Division to the Workers' Compensation Division. All Assault Pay requests submitted on or after March 1, 1996 will be processed at Worker's Compensation Division. Since requests for Assault Pay arise out of an industrial injury, we feel this change will expedite and improve the process.

Effective March 1, 1996 please direct all questions and correspondence regarding the above matter to Brian Narlock, Claims Manager, Workers' Compensation Division, at 554-1773, 1155 Market Street, 3rd Floor, San Francisco, CA 94103. For information regarding requests submitted prior to March 1, 1996, please contact Tamara George, Employee Relations Division, at 557-4916, 44 Gough Street, San Francisco, CA 94103. The Employee Relations Division will continue to process outstanding requests submitted prior to March 1, 1996.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date:

April 5, 1996

To:

All Department Heads
All Departmental Personnel Officers

From:

Wendell L. Pryor
Human Resources Director

RE:

Restatement of Policy on Work Assignments

As directed by the Civil Service Commission, I am issuing this restatement of our policy on out-of-class assignments in order to clarify and standardize existing practices.

Because of the change that has occurred with the implementation of Proposition F, which shifted all compensation issues related to out-of-class assignments to the collective bargaining arena, this restatement of policy omits references to out-of-class pay. Please see the 1995-96 Compensation Manual or contact the DHR Compensation Unit, at 557-4990, if you need further information on this matter.

cc: Civil Service Commission

wkarpol wpd

RESTATEMENT OF POLICY ON WORK ASSIGNMENTS

POLICY

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I. AUTHORITY

Under the authority of and in accordance with the mandates of Charter Sections 3.661 and 3.663 (1996 Charter Sections 10.101 and 10.103), the Human Resources Director issues this Restatement of Policy on Work Assignments.

II. PURPOSE

The purpose of this Restatement of Policy on Work Assignments is:

- To provide a clear framework for the management of a significant area of the civil service merit system;
- To insure equity, consistency, and fairness in the implementation of the merit system;
- To preserve the relationship among the various classes and the integrity of the classification plan;
- To present the circumstances under which temporary out-of-class assignments are appropriate and to describe the conditions under which an employee can receive credit for temporary out-of-class experience for purposes of qualifying for civil service examinations;
- To safeguard the rights of holdovers and eligibles who may have a legal entitlement to perform the duties of a position for which an out-of-class assignment may otherwise be allocated;
- To minimize the potential for favoritism in allocating temporary out-of-class work assignments and the benefits awarded by such assignment;
- To enable appointing officers to exercise their Charter authority to assign an employee to perform any departmental duties to which appointed and make temporary assignments to maintain the provision of any public service;
- To comply with the legislative authority of the Mayor and the Board of Supervisors in authorizing positions in the various classes to the departments and by policy, establishing the work to be performed.

III. RESPONSIBILITY

A. Human Resources Director

The Human Resources Director is responsible for implementing and making effective the provisions of this Policy and for establishing such administrative controls consistent with this Policy as may be necessary.

B. Establishment of Implementing Procedures

The Human Resources Director shall propose procedures for implementing this Policy and when the proposed procedures are approved by the Commission, they shall be promulgated and have the same force and effect as this Policy.

C. Report Requirements

The Civil Service Commission will establish by policy direction, regular reports in the manner and in the form established by the Civil Service Commission.

IV. DEFINITIONS

A. Appointment

1. An "appointment" is the permanent or temporary selection and designation by an appointing officer acting under the authority bestowed by law under these Rules and the Charter, of a person from a specified group of candidates to a classified and legally authorized position in accordance with civil service appointment procedures and in accordance with budgetary requirements.

2. All appointments shall be in writing as provided in the Civil Service Commission Rules and in the manner and in the form prescribed by the Human Resources Director and shall comply with all requirements established by the Civil Service Commission Rules.

B. Regular Assignment

1. A "regular assignment" may be either:

a. A permanent or temporary duty or group of duties assigned to a position in a class by an appointing officer. The assignment consists of duties related to the class in which the position is classified within the level and responsibility of the class, and essentially does not change or modify the allocation of the position to the class, or

b. the personnel transactions effected by the appointing officer designating

the position in a class to be occupied on a permanent or temporary basis by an employee.

2. Whenever practicable, all "regular assignments" shall be in writing.

C. Reassignment

A "reassignment" is the redesignation by the appointing authority of an employee from one position to another position in the same class in the same department or the reallocation of class-related duties to a position. The reassignment of an employee from one position to another within the class and department has no time limit. The reallocation of class-related duties to a position likewise does not have time limit.

D. Modified Regular Assignment

1. Amended Regular Assignment

An appointing officer may designate in writing some new or additional task or group of tasks to the on-going work duties of a position which are generally related to the regular duties or level of responsibility of the class in which the position is classified and become part of the regular duties of the position. The addition to a regular assignment has no time limit. The addition to the regular assignment may contain certain properties sometimes associated with another class; however, any duties may be assigned which are related to the typical duties normally assigned to a position in that class.

2. Short-Term Additional Assignment

a. A "short-term additional assignment" is a time limited additional assignment of: 1) an employee appointed in a position to one class for a maximum of thirty (30) working days or by the length established by a collective bargaining agreement; and 2) of a duty or duties usually allocated to a different class, whether budgeted or not, but the duties assigned are generally within the range of capability of the employee to perform. The duty or duties may be those of another class but within the range of capability of the employee to perform, may not belong to any established class, or may be any duties required by the appointing officer or designee. Short-term additional assignments are departmental duties as opposed to position or class duties.

b. Whenever practicable, all "short-term additional assignments" shall be in writing.

E. Temporary Out-of-Class Assignment

A "temporary out-of-class assignment" is the assignment of an employee made by an appointing officer or designee without change in an employee's class to temporarily perform the full range of normal day-to-day duties and responsibilities of a budgeted and vacant position in another class to meet the needs of a department.

V. ADMINISTRATION OF ASSIGNMENTS

A. Administration of Regular Assignments

1. Appointing Officer Authority

A regular assignment of work duties may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules and this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

2. Duties

The regular assignment of work duties shall be those related to the regular duties or level of responsibility of the employee's current class.

3. Position Description

Whenever practicable, the appointing officer or designee shall provide the employee with a written position description of the work duties assigned to the position, place a copy of the position description in the employee's official employee personnel file, and maintain a copy on file in the departmental Personnel Office or with the departmental personnel representative.

B. Administration of Reassignments

1. Appointing Officer Authority

A reassignment of an employee from one position to another position within the class in the same department may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules, this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

2. Duties

Work duties shall be those related to the level of responsibility of the employee's current class, not limited to a specific period, and they shall become part of the employee's regular, ongoing duties.

3. Amendment of Work Duties

Whenever practicable, the appointing officer or designee shall amend the employee's position work duties statement to reflect the duties associated with the change in position. Preferably, a copy of the amended work duties statement shall be provided to the employee, placed in the employee's official employee personnel file, and shall be maintained on file in the departmental Personnel Office or with the departmental personnel representative.

C. Administration of Modified Regular Assignment

1. Administration of Amended Regular Assignment

a. Appointing Officer Authority

An amended regular assignment or a regular assignment of additional work duties may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules and this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

b. Duties

The regular assignment of additional work duties shall be those generally related to the regular duties or level of responsibility of the employee's current class, consume only a minor portion of the work day, not limited to a specific period; rather, become part of the employee's regular, ongoing duties.

c. Amendment of Position Description

Whenever practicable, the appointing officer or designee shall amend the departmental written position description to reflect the additional regular work duties assigned to the position. Preferably, a copy of the amended position description shall be provided to the employee, placed in the employee's official employee personnel file, and shall be maintained on file in the departmental Personnel Office or with the departmental personnel representative.

2. Administration of Short-Term Additional Assignment

a. Appointing Officer Authority

A short-term additional assignment may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules, this Policy, provisions in a collective bargaining agreement, and the fiscal and budgetary requirements of both Charter and Ordinance.

b. Time Limit

A short-term additional assignment of work duties may be made by the appointing officer or designee for a period of time which shall not exceed thirty (30) working days within each fiscal year, or the length and duration established by a collective bargaining agreement.

c. Duties

A short-term additional assignment may include any duties which are required, but which are generally related to the regular duties or level of responsibility of the employee's current class and are within the capability of the employee to perform duties.

d. Documentation Requirements

Whenever practicable, the short-term additional assignment shall be documented in writing by letter or memorandum at the time the assignment is made by the appointing officer or designee. Preferably, a copy of the letter or memorandum shall be placed in the employee's official employee personnel file and a copy filed with the Department of Human Resources (DHR). The short-term additional assignment may precede a temporary out-of-class assignment.

e. Transition to an Out-of-Class Assignment

When a short-term additional assignment transitions to an out-of-class assignment, all provisions related to an out-of-class assignment as provided in the Civil Service Commission Rules, this Policy, in applicable collective bargaining agreements, and in implementing procedures shall apply.

D. Administration of Temporary Out-of-Class Assignment

1. Selection by Appointing Officer or Designee

Unless otherwise provided in this Policy or in the Civil Service Commission Rules, when an out-of-class assignment is in order, selection and retention shall be at the discretion of the



appointing officer or designee.

2. Restrictions

A temporary out-of-class assignment shall not be made when an appointment based on the regularly established rules and procedures of the Civil Service Commission may be made. However, a temporary out-of-class assignment may be approved following a short-term additional assignment for up to thirty (30) working days while an appointment through the established procedures is pending.

3. Liability

A temporary out-of-class assignment shall only be made to an authorized position in a different class which is vacant and for which funds or appointment are temporarily unavailable. Appointing officers are precluded by Charter from creating additional unfunded and unauthorized positions or incurring any liability for back pay or additional compensation.

4. Budgetary Conditions

Adequate funds must be available in a department's budget prior to a temporary out-of-class assignment being made. An appointing authority shall not create a new position for the temporary out-of-class assignment. Creation of an unauthorized position for the purposes of making a temporary out-of-class assignment is prohibited.

5. Temporary Out-of-Class Assignments for Duty in Another Department

Temporary out-of-class assignments may be made for duty in another department. All provisions of this policy that apply to temporary out-of-class assignments within an employee's department also apply to temporary out-of-class assignments for duty in another department, with the added requirement that both appointing officers or designees thereof shall sign the documentation described in section 6, below.

6. Documentation Requirements

Documentation for temporary out-of-class assignments shall be in writing in the manner and in the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee making the temporary out-of-class assignment. A copy of the approved temporary out-of-class assignment form shall be filed in the employee's official employee personnel file and a copy filed with the Director of Human Resources.

7. Requests for Documentation

In addition to formal assignments that have been documented as outlined above, employees sometimes perform duties outside of their assigned class which are not formally documented at the time of assignment. This on-the-job experience, which may help qualify them to meet the minimum qualifications of a different classification for purposes of entrance to an examination or provisional appointment, has historically been recognized under the following conditions:

a) Credit for purposes of qualifying for civil service examinations may be granted upon presentation of one of the following types of documentation at the time of the examination announcement:

- A completed copy of the approved temporary out-of-class assignment form;
- A letter of verification signed by the Appointing Officer, stating the level and scope of duties performed in the out-of-class assignment and the duration of the assignment; samples of work or descriptions of work in the out-of-class assignment may be requested by the Human Resources Director in order to assess the validity of the request.

b) Credit for purposes of qualifying for oral authorization of provisional appointment to a different class may be granted upon presentation of documentation at the time the position is announced, as described in a) above.

8. Temporary Out-of-Class - Replacement

A position that is vacant due to the incumbent acting in a temporary out-of-class capacity shall not be replaced by placing another employee on a temporary out-of-class assignment to perform the duties of the class temporarily vacant due to the incumbent being placed on a temporary out-of-class assignment.

9. Duties

A temporary out-of-class assignment shall include the full-range of duties or a substantial portion of the duties of another class. The duties of the temporary out-of-class assignment must consume the majority of the work day.

10. Temporary Out-of-Class Credit for Examinations

Work experience gained during the course of a temporary out-of-class assignment(s) shall be allowed to meet the minimum work experience requirements for participating in an examination or qualifying for provisional employment.

11. Review and Approval Requirements

All proposed temporary out-of-class assignments shall be submitted to the Human Resources Director for review and approval prior to the appointing officer or designee making the temporary out-of-class assignment. If denied by the Human Resources Director, the temporary out-of-class assignment shall not be made.

12. Denial of Out-of-Class Assignment

When a temporary out-of-class assignment by the appointing officer or designee is denied, the employee shall not continue to perform the duties of the higher class.

VI. AMENDMENTS TO POLICY

The Civil Service Commission may at any time amend this Policy. Any such amendment shall be posted for a minimum of seven (7) calendar days prior to adoption. Upon adoption, the amended Policy shall be in effect.

VII. COMPARISON CHARTS OF ASSIGNMENTS

	MODIFIED REGULAR ASSIGNMENT		
	AMENDED REGULAR ASSIGNMENT	SHORT-TERM ADDITIONAL ASSIGNMENT	TEMPORARY OUT- OF-CLASS ASSIGNMENT
Authority	Charter Section 3.661* and Civil Service Commission Rule 9	Charter Sections 3.661* and 3.663*	Charter Sections 3.661*, 3.663*, and Civil Service Commission Rule 9
Time Limitation	No limitation. Becomes part of the employee's regular, ongoing duties.	A maximum of thirty (30) working days within each fiscal year.	A maximum of six (6) consecutive calendar months for each out-of-class assignment.
Written Documentation Requirement	Requires that the appointing authority or designee amend the departmental written position description.	Documentation required in writing by letter or memo making the assignment. A copy is placed in the employee's official personnel file.	Documentation required in writing by letter or memo making the assignment. A copy is placed in the employee's official personnel file.
Type of Duties	Any duties related to those of the class; duties consume only a minor portion of the work day.	Any departmental duties within the capability of the employee to perform may be assigned.	Full range of duties or substantial portion of the duties of another class.

*1996 Charter Sections 10.101 and 10.103

	MODIFIED REGULAR ASSIGNMENT		
	AMENDED REGULAR ASSIGNMENT	SHORT-TERM ADDITIONAL ASSIGNMENT	TEMPORARY OUT- OF-CLASS ASSIGNMENT
Additional Budgeted Position Required	No. Employee continues on same position to which appointed	No.	Yes. Department must submit proof of vacant position or BUDGET request for additional position.
Credit for Work Experience	No. Duties assigned are considered part of the class.	Yes, if documented according to provisions of section V.D.7 of this policy.	Yes, if documented according to provisions of V.D.7 of this policy.
Additional Compensation	No.*	No.*	No. *
Status Rights Required or Gained	None	None	None

*Unless authorized by valid MOU or ordinance.


 PUBLIC LIBRARY
 WENDELL L. PRYOR, ROLL
 HUMAN RESOURCES DIRECTOR
 96 APR 26 PM 4:36

MEMORANDUM

DATE: April 24, 1996

DOCUMENTS DEPT.

TO: All Department Heads and Departmental Personnel Officers

APR 29 1996

FROM: Wendell L. Pryor
Human Resources DirectorSAN FRANCISCO
PUBLIC LIBRARYSUBJECT: Identification of Exempt Positions per New 1996 Charter

The Department of Human Resources is proceeding to implement provisions of the New Charter for the City and County of San Francisco. I have assigned Linda Lee to coordinate the activities of DHR divisions in implementing Charter-mandated changes. She has been and continues to work with the City Attorney's Office and the Civil Service Commission staff in finalizing activities we will conduct over the next few months. Several Charter sections have an impact on the identification and appointment of exempt employees and this memo deals specifically with these issues.

As the City prepares to implement the 1996 Charter, it is imperative that each Department identifies all of the new and existing exempt positions proposed in the 1996-97 budget (see Charter Section 18.109). Under the new Charter, there are a number of new types of positions that are exempt from competitive civil service selection, appointment and removal procedures. However, the total citywide number of these positions will be limited unless modified by Civil Service Commission Rule. In order to identify the proportionate number of exempt positions allowed in items 1-12, we are requesting that you also note whether a position was filled on July 1, 1994. Also, attach a separate list of any other exempt positions in these categories (1-12) that were filled on July 1, 1994, but no longer exist.

Section 10.104 of the new Charter, attached, identifies all the categories of exempt employees and positions you will need to include. In the attached chart, list each position by class number and title; identify the category of Section 10.104 to which it corresponds (1-19) in the space provided, and for those in 1-12 indicate if position was occupied with a full time employee on July 1, 1994, by placing a checkmark in the column. Next identify the incumbent's name, requisition number, civil service status, and place a check mark if the incumbent is part-time. Check in the spaces provided if this position is new in your budget and if the exemption is new to your department. In the section titled "notes", please list any information that could affect the exempt status of the position; e.g., date it became exempt, how it became exempt (by Civil Service Commission action, etc.), whether it is scheduled to be vacant soon.

You should identify positions you are requesting be exempted whether they are occupied or vacant. While all positions in some classes are exempt, it is also possible to exempt specific positions in non-exempt classes if the positions meet the criteria specified in Section 10.104. For example, if you have not previously had an exempt Confidential Secretary position, your exempt appointment may be made in a class such as 1446 Secretary II or 1452 Executive Secretary II, which are normally subject to examination. Note that under Charter Section 18.108, permanent civil service incumbents of positions designated as exempt cannot be adversely affected.

By May 3, send your Exempt Position Report to the Mayor's Budget Analyst with a copy to the DHR Operations Division, attention: Linda Marini, Assistant Manager of Operations. If you have any questions about how to complete this chart, please contact your DHR Operations Team liaison.

cc: Honorable Mayor Willie L. Brown, Jr.
Civil Service Commission
Margaret Kisliuk, Director of Finance



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DOCUMENTS DEPT.

MAY 09 1996

SAN FRANCISCO
PUBLIC LIBRARY

DATE: May 7, 1996

TO: All Appointing Officers and
Department Personnel Officers

FROM: Wendell L. Pryor, Human Resources Director

SUBJECT: Rescission of April 5, 1996 Restatement of Policy on Work Assignments

The purpose of this memorandum is to rescind the Restatement of Policy on Work Assignments. A Restatement of Policy on Work Assignments will be issued within ten days.

cc: Civil Service Commission
Al Walker, Executive Officer, CSC



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: May 16, 1996
TO: All Department Heads
Departmental Personnel Officers
FROM: Wendell L. Pryor
Human Resources Director

DOCUMENTS DEPT.

MAY 21 1996

SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: Restatement of Policy on Out-of-Class Assignments

Attached is a revised version of the policy restatement on out-of-class assignments. Please replace my earlier document on this subject, sent to you on April 5, with this revision. Please ensure that your staff is aware of the provisions of the policy, particularly as it applies to your obligation to formally approve and document out-of-class assignments prior to assigning the duties of another class to any employee.

RESTATEMENT OF POLICY ON WORK ASSIGNMENTS

POLICY

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I. AUTHORITY

Under the authority of 1996 Charter Sections 10.102 and A8.409-3, the Civil Service Commission has adopted rules and prescribed policies regarding work assignments.

II. PURPOSE

The purpose of this Restatement of Policy on Work Assignments is to:

- Summarize and restate existing long-standing policy;
- Provide a clear framework for the management of a significant area of the civil service merit system;
- Insure equity, consistency, and fairness in the implementation of the merit system;
- Preserve the relationship among the various classes and the integrity of the classification plan;
- Present the circumstances under which temporary out-of-class assignments are appropriate and require that an employee's temporary out-of-class experience is officially recorded in order that it may be recognized for future civil service credit;
- Safeguard the rights of holdovers and eligibles who may have a legal entitlement to perform the duties of a position for which a temporary out-of-class assignment may otherwise be made;
- Minimize the potential for favoritism in making temporary out-of-class work assignments and the benefits awarded by such assignments;
- Enable appointing officers to exercise their Charter authority to assign an employee to perform any departmental duties and make temporary assignments to maintain the provision of any public service;
- Comply with the legislative authority of the Mayor and the Board of Supervisors in authorizing positions in the various classes to the departments and, consequently, by policy, establishing the work to be performed.

III. RESPONSIBILITY

A. Human Resources Director

The Human Resources Director is responsible for implementing and making effective the provisions of Civil Service Commission Policy and for establishing such administrative controls consistent with that Policy as may be necessary.

B. Establishment of Implementing Procedures

The Human Resources Director shall establish and promulgate procedures for implementing Civil Service Commission Policy.

C. Report Requirements

The Civil Service Commission will establish by policy direction, the requirement for regular reports in the manner and in the form established by the Civil Service Commission.

IV. DEFINITIONS

A. Appointment

1. An "appointment" is the permanent or temporary selection and designation by an appointing officer acting under the authority bestowed by law under these Rules and the Charter, of a person from a specified group of candidates to a classified and legally authorized position in accordance with civil service appointment procedures and in accordance with budgetary requirements.

2. All appointments shall be in writing as provided in the Civil Service Commission Rules and in the manner and in the form prescribed by the Human Resources Director and shall comply with all requirements established by the Civil Service Commission Rules.

B. Regular Assignment

1. A "regular assignment" may be either:

a. A permanent or temporary duty or group of duties assigned to a position in a class by an appointing officer. The assignment consists of duties related to the class in which the position is classified within the level and responsibility of the class, and essentially does not change or modify the allocation of the position to the class, or

b. the personnel transactions effected by the appointing officer designating the position in a class to be occupied on a permanent or temporary basis by an employee.

Whenever practicable, all "regular assignments" shall be in writing.

C. Reassignment

A "reassignment" is the redesignation by the appointing authority of an employee from one position to another position in the same class in the same department or the reallocation of class-related duties to a position. The reassignment of an employee from one position to another within the class and department has no time limit. The reallocation of class-related duties to a position likewise does not have a time limit. Whenever practicable, all reassignments shall be in writing.

D. Modified Regular Assignment

1. Amended Regular Assignment

An appointing officer may designate, preferably in writing, some new or additional task or group of tasks to the on-going work duties of a position which are generally related to the regular duties or level of responsibility of the class in which the position is classified and which become part of the regular duties of the position. The amendment of a regular assignment has no time limit. The addition to the regular assignment may contain certain tasks sometimes associated with another class; however, any duties may be assigned which are related to the typical duties normally assigned to a position in that class.

2. Short-Term Additional Assignment

a. A "short-term additional assignment" is a time limited additional assignment, made in writing, of: 1) an employee appointed in a position to one class for a maximum of twenty (20) working days or by the length established by a collective bargaining agreement; and 2) of a duty or duties usually allocated to a different class, whether budgeted or not, but the duties assigned are generally within the range of capability of the employee to perform. The duty or duties may be those of another class but within the range of capability of the employee to perform, may not belong to any established class, or may be any duties required by the appointing officer or designee. Short-term additional assignments are departmental duties as opposed to position or class duties.

b. Whenever practicable, all "short-term additional assignments" shall be in writing.

E. Temporary Out-of-Class Assignment

A "temporary out-of-class assignment" is the temporary assignment of an employee made in writing by an appointing officer or designee without change in an employee's class to temporarily perform the full range of normal day-to-day duties and responsibilities of a budgeted and vacant position in another class to temporarily meet the needs of a department when a regular



appointment cannot be made to fill the vacant position because funds are not immediately available.

V. ADMINISTRATION OF ASSIGNMENTS

A. Administration of Regular Assignments

1. Appointing Officer Authority

A regular assignment of work duties may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules and this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

2. Duties

The regular assignment of work duties shall be those related to the regular duties or level of responsibility of the employee's current class.

3. Position Description

Whenever practicable, the appointing officer or designee shall provide the employee with the departmental written position description of the work duties assigned to the position. If available, a copy of the position description shall be provided to the employee, placed in the employee's official employee personnel file (OEPF), and shall be maintained on file in the departmental Personnel Office.

B. Administration of Reassignments

1. Appointing Officer Authority

A reassignment of an employee from one position to another position within the class in the same department may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules, this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

2. Duties

Work duties shall be those related to the level of responsibility of the employee's current class, not limited to a specific period, and they shall become part of the employee's regular, ongoing duties.



3. Amendment of Work Duties

Whenever practicable, the appointing officer or designee should amend the employee's position work duties statement to reflect the duties associated with the change in position. If available, a copy of the amended work duties statement shall be provided to the employee, placed in the employee's official employee personnel file (OEPF), and shall be maintained on file in the departmental Personnel Office.

C. Administration of Modified Regular Assignments

1. Administration of Amended Regular Assignment

a. Appointing Officer Authority

An amended regular assignment or a regular assignment of additional work duties may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules and this Policy, and the fiscal and budgetary requirements of both Charter and Ordinance.

b. Duties

The regular assignment of additional work duties shall be those generally related to the regular duties or level of responsibility of the employee's current class; consume only a minor portion of the work day; and are not limited to a specific period; but rather, become part of the employee's regular, ongoing duties.

c. Amendment of Position Description

Whenever practicable, the appointing officer or designee should amend the departmental written position description to reflect the additional regular work duties assigned to the position. When available, a copy of the amended position description shall be provided to the employee, placed in the employee's official employee personnel file (ODPF), and shall be maintained on file in the departmental Personnel Office.

2. Administration of Short-Term Additional Assignments

a. Appointing Officer Authority

A short-term additional assignment may be made by the appointing officer or designee and shall be in accordance with Charter provisions, Civil Service Commission Rules, this Policy, provisions in a collective bargaining agreement, and the fiscal and budgetary requirements of both Charter and Ordinance.



b. Time Limit

A short-term additional assignment of work duties may be made by the appointing officer or designee for a period of time which shall not exceed twenty (20) working days within each fiscal year, or the length and duration established by a collective bargaining agreement.

c. Duties

A short-term additional assignment may include any duties which are required, but which are generally related to the regular duties or level of responsibility of the employee's current class and are within the capability of the employee to perform the duties.

d. Documentation Requirements

A short-term additional assignment shall be documented in writing by letter or memorandum at the time the assignment is made by the appointing officer or designee. A copy of the letter or memorandum shall be placed in the employee's official employee personnel file (OEPPF) and a copy filed with the Department of Human Resources (DHR). A short-term additional assignment may precede a temporary out-of-class assignment.

e. Transition to a Temporary Out-of-Class Assignment

When a short-term additional assignment transitions to a temporary out-of-class assignment, all provisions related to a temporary out-of-class assignment as provided in the Civil Service Commission Rules, this Policy, in applicable collective bargaining agreements, and in implementing procedures shall apply.

D. Administration of Temporary Out-of-Class Assignments

1. Selection by Appointing Officer or Designee

Unless otherwise provided in this Policy or in the Civil Service Commission Rules, when a temporary out-of-class assignment is in order, selection and retention shall be at the discretion of the appointing officer or designee.

2. Restrictions

A temporary out-of-class assignment shall not be made when an appointment based on the regularly established rules and procedures of the Civil Service Commission may be made. However, a temporary out-of-class assignment may be approved following a short-term additional assignment for up to twenty (20) working days while an appointment through the established procedures is pending.

3. Liability

A temporary out-of-class assignment shall only be made to an authorized position in a different class which is vacant and for which funds for an appointment are temporarily unavailable. Appointing officers are precluded by Charter from creating additional unfunded and unauthorized positions or incurring any liability for back pay or additional compensation.

4. Budgetary Conditions

Adequate funds for temporary out-of-class assignment pay, if required, must be available in a department's budget prior to a temporary out-of-class assignment being made. An appointing authority shall not create a new position for the temporary out-of-class assignment. Creation of an unauthorized position for the purposes of making a temporary out-of-class assignment is prohibited.

5. Temporary Out-of-Class Assignment During Probationary Period

The probationary period an employee serves is that time during which an appointing officer or designee may determine whether the employee is competent to perform the duties of the position for which hired. The probationary period is the final phase of the employment selection process. Therefore, no temporary out-of-class assignment shall be made when an employee is serving a probationary period.

6. Temporary Out-of-Class Assignment for Duty in Another Department

Temporary out-of-class assignments may be made for duty in another department. All provisions of this policy that apply to temporary out-of-class assignments within an employee's department also apply to temporary out-of-class assignments for duty in another department, with the added requirement that both appointing officers or designees shall sign the documentation described in section 7, below.

7. Documentation Requirements

Documentation for temporary out-of-class assignments shall be recorded in writing at the commencement of the temporary out-of-class assignment in the manner and in the form prescribed by the Human Resources Director and shall be approved by the appointing officer or designee making the temporary out-of-class assignment. A copy of the approved temporary out-of-class assignment form shall be filed in the employee's official employee personnel file (OEPF) and a copy filed with the Department of Human Resources.

8. Credit for Temporary Out-of-Class Assignments

Temporary out-of-class assignment work experience may be considered for use in civil service examinations or for meeting minimum requirements for provisional appointment provided that such experience was officially recorded at the time the temporary out-of-class assignment was made as required by Civil Service Commission Rules and this policy.

9. Temporary Out-of-Class - Replacement

A position that is vacant due to the incumbent acting in a temporary out-of-class capacity shall not be replaced by placing another employee on a temporary out-of-class assignment to perform the duties of the class temporarily vacant due to the incumbent being placed on a temporary out-of-class assignment.

10. Duties

A temporary out-of-class assignment shall include the full-range of duties or a substantial portion of the duties of another class. The duties of the temporary out-of-class assignment must consume the majority of the work day.

VI. AMENDMENTS TO POLICY

The Civil Service Commission may at any time amend this Policy.

VII. COMPARISON CHARTS OF ASSIGNMENTS

	AMENDED REGULAR ASSIGNMENT	SHORT-TERM ADDITIONAL ASSIGNMENT	TEMPORARY OUT-OF- CLASS ASSIGNMENT
Authority	Charter Section 3.661* and Civil Service Commission Rule 9	Charter Sections 3.661* and 3.663*	Charter Sections 3.661*, 3.663*, and Civil Service Commission Rules 9
Time Limitation	No limitation. Becomes part of the employee's regular, ongoing duties.	Recommended maximum of 30 working days for each assignment unless otherwise provided in a CBA or ordinance.	Specific duration; ordinarily not exceeding three (3) consecutive months.
Written Documentation Requirement	The appointing officer or designee should amend the departmental position description, preferably, in writing.	Documentation in writing always required at the time the short-term additional assignment is made by the appointing officer or designee. A copy of the record is placed in the employee's official personnel file and a copy filed with DHR.	Documentation in writing required at the time the temporary out-of-class assignment is made. Assignment must be made and confirmed in the manner and in the form prescribed by the Human Resources Director. A copy of approved record is placed in the employee's official personnel file and a copy sent to DHR.
Type of Duties	Any duties related to those of the class; duties consume only a minor portion of the work day.	Any departmental duties within the capability of the employee to perform may be assigned.	Full range of duties or <u>substantial</u> portion of the duties of another class.
Additional Vacant Budgeted Position Required	No.	No.	Yes.
Credit for Work Experience	No. Duties assigned are considered part of the class.	Only if documented at the time experience was gained and a copy was placed in the employee's official personnel file.	Credit given only if out-of-class assignment was "recorded", <u>i.e.</u> , documented in writing at the time the assignment was made, a copy was placed in the employee's official personnel file, and otherwise recorded as required by the Human Resources Director. An employee cannot claim out-of-class experience after the fact.
Additional Compensation	No.*	No.*	No.*
Status Rights Acquired	None	None	None

*1932 Charter Section	1996 Charter Section
3.661	10.101
3.663	10.103

*Unless authorized by a Collective Bargaining Agreement or ordinance.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: May 22, 1996

TO: All Department Heads
All Departmental Personnel Officers

FROM: Wendell L. Pryor
Human Resources Director

SUBJECT: Youth Learning Programs

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MAY 24 1996
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Consistent with Mayor Brown's commitment to youth development on May 1, the Department of Human Resources hosted a historic meeting which brought together representatives of nine City departments that sponsor programs for youth (internships, mentoring, etc.), and representatives of five agencies that provide youth programs. The purpose of this meeting was to establish a more collaborative approach to coordinating the programs of City departments that are intended to provide youth with job readiness skills and information about the value of government service and future career options. This was the first time that so many departments and agencies were able to come together to discuss their common goals and interests.

I was very impressed at the talent, resources and commitment to youth that were in the room during that meeting. Our discussion emphasized how critical it is that we coordinate all our efforts, so that we can avoid duplication, and leverage our collective resources to create a major impact on the future of our youth. It is clear that we don't know all the programs that are being offered by different departments, that community agencies don't know how to access our programs, and that we could help each other be more effective by pooling resources and information as much as possible.

Our next step as a group is to survey all City departments to find out what programs are being offered, and what interest/resources exist that could expand our youth outreach in the future. For that reason, I have enclosed a survey that I would like your department to complete and return. Please return this survey by May 31 to Anne Godfrey, Manager, DHR Operations Division, 44 Gough Street.

Also, I have attached a copy of the notes from our first meeting as a group, and I invite you to attend our next meeting, or to send a representative from your department to join us. Our next meeting is scheduled for Wednesday, June 5, 1996, from 2:30 to 4:30 in the Commission Meeting Room at the Recreation and Park Department's McLaren Lodge.

I look forward to hearing from you, and seeing you or your representative at our next meeting.

cc: Honorable William L. Brown Jr., Mayor
Honorable Michael Yaki, Board of Supervisors
Jeff Mori, Executive Director, MOCYF

**SURVEY ON YOUTH LEARNING PROGRAMS
IN DEPARTMENTS OF THE CITY AND COUNTY
OF SAN FRANCISCO**

Please complete this survey and return it by May 31 to Anne Godfrey, Manager, Operations Division, Department of Human Resources, 44 Gough St., San Francisco 94103 or Fax it at 557-4870.

Department:	Division:	
Name and Title of Person Completing Survey:		
Location:	Phone:	E-Mail Address:

List the Youth Programs your department sponsors or has sponsored in the past: (i.e., internships, worksites for summer youth)

PROGRAM TITLE	DESCRIPTION			
	Ages	# of Participants	Salaries	# of Hours

What programs would your department suggest for for youth if you had appropriate resources and no restrictions?

What kinds of jobs in your department do you think could be used to create internships for youth? Please list target classes or example of tasks.

What obstacles exist to having more youth programs throughout City and County government?

What resources does your department have that could be loaned/donated to this effort?

What outside contacts do you know of that we should invite to help us with this effort?

Whom can we contact in your department for more information about your youth programs? And whom should we invite to our meetings to represent your department?

Name	Location	Phone	E-Mail

Thank you for completing this survey. We will send you a summary of the results.

NOTES FROM MAY 1, 1996 MEETING

Programs Already in Place

SFFD

- ▶ Jointly sponsor Sports Leagues with PAL - SFFD and SFPD
- ▶ Mentoring for 10 year-old African American youth in SFFD - concept stage
- ▶ Bring Groups into Fire Stations on tours

Engineering/Architecture internships

- ▶ Summer employment--35-36 positions for college students in engineering/10 in architecture/30 in Building Construction + Co-Op Program - 6 months full time work
- ▶ High School Mentoring Program - sponsored by Bureau of Architecture
- ▶ Bureau of Engineering brought High School students into office for summer jobs (also Arch./Const, have some slots)
- ▶ Outreach Program for High School students - exposing them to careers in clean water and water pollution control - A Liaison recruits and we mentor
- ▶ DPW is a Worksite for agencies that provide summer jobs for youth - clerical training

Rec and Park

- ▶ Programs looking at how young people, esp. young children of color, activities into their play - with goal to build productive activities into their play.
Ages 8 - 14: One program is in high-risk area - Midnight Shakespeare: Midnight Hacker's program; (uses volunteers from Charles Schwab/10 donated computers) could use 50 more computers
- ▶ WorkReation Program - for summer job for 235 youth
- ▶ We always need more jobs - we've hired 50 young people as Rec Directors and cd do many more
- ▶ We're natural collaborator - know all the kids, have facilities all over City and can provide positive access to kids who don't get reached through schools or churches.

Mayor's Office:

- ▶ Mayor Brown has committed \$50,000 for Summer Jobs for Youth - 2 per Department, 10 youth in City Employment, 20 hours per week.

SFPD Youth Programs:

- ▶ 25 Programs: Budget may be cut back - about 27,000 kids participate; transportation is own biggest problem

Issues:

- ~ Funding comes from Grants from OCTJ/ Asset Seizure Program
- ~ Duplication/Waste - PD has programs that don't fall under Youth Programs - Youth Programs' recommendation is to centralize all of these
- ~ Many organizations are providing similar services - in same locations - how funded? How effective? Look at how many kids there are.

Public Health:

- ▶ Mental Health Department has paid internships for youth who are candidates for clinical degrees
- ▶ Youth are hired to do short term projects--surveys of youth, etc.--AIDS office and Spec.- Programs for Youth, and YPEP are all hiring youth under grants for these types of programs.
- ▶ Community program - Mission Place initiative developing a set of standards for youth development and leadership programs.
- ▶ DPH is a Rich Locale for Programs
- ▶ DPH and SFUSD are collaborating on a data base that will link with census track information and can estimate common boundaries and ID needs for youth services citywide. This can be accessible to all departments

SFUSD:

- ▶ We have important need to set and define standards, coordinate, identify programs that are successful and institutionalize them.
- ▶ We should have all this information on the City's own WEB site.

Outcomes:

- ~ Every school has a coordinator - resource teacher - should be able to go to WEB page and get information on what is offered thru City Departments
- ~ Leverage City's Resources to buy computers in bulk
- ~ Get corporate support to get donations of computers for Rec and Park programs; Silicon Valley companies often donate surplus computers to schools.
- ~ Get HUD computers linked by Internet
- ~ Collecting the information, using the technology and leveraging corporate support are highest priorities

Note: SFPD investigators have to go to Marin or SC City to get on to Internet to investigate child endangerment cases on Internet

Note: There is a Home Page for the Mayor that has been designed by a youth from Mission High - needs to be linked up. Mayor has pledged 2 jobs for kids to maintain the Page once it's up. Focus on Jobs in technology for kids.

San Francisco Airport:

- ▶ Internships for Youth in Engineering College Students plus a year-long internships program coordinated by SFO-Personnel
- ▶ Also have a youth awareness program with John O'Connell and San Mateo H.S.
- ▶ A training program for Airplane mechanics thru Community College.
- ▶ We are lacking the basic infrastructure in the City to share information across Departments on these programs
- ▶ Let's not just ask for jobs - ask for training, computers, funding

Issues:

- ~ If we don't address infrastructure issues we won't make a breakthrough in managing \$\$ effectively
- ~ Look at what agencies are getting funded and what's successful
- ~ How can we help youth who don't go to school and are disconnected from the system - especially in public housing?

- ~ The Departments don't talk to each other - from community organization's perspective, this is frustrating and unproductive.
- ~ Bring in Community College, YGC.

Discussions that Need to Happen:

- 1) All Departments need to talk with one another and with community groups about where the needs are, where the kids are most neglected and most at risk
- 2) Partnership between City Departments and Community Based Agencies - How do we build it?
- 3) Partnership with Private Sector
 - ~ We need mentoring and jobs both - they're different
 - ~ We need to resolve issues with unions about creating lower - paying jobs for youth.
 - ~ All this information needs to feed into school system - they are crippled without information about the City. Tech is the Glue.

DHR EEO - Has done a lot of outreach; at job fairs; at community meetings - we've worked with departments to get them to create internship - awareness about jobs at City is very limited.

SFPD has proposed a Truancy Program to SFUSD. This can help reach the disconnected kids.

There are 400 youth - serving agencies in the City.

Outcomes:

- ~ City could work with Community Based Organization (CBO's) to provide youth with information on City employment opportunities
- ~ City could target the Resources with CBO's and link City opportunities with needs.

For kids that don't have job readiness, we need to coordinate our efforts - there is a group working to est. Job readiness standards, that provides employers quality assurance when they hire youth.

Kids whose lives are chaotic need counseling and support component to help them with job success.

There needs to be a Clearing House in the City to provide coordination among departments/groups.

Also there needs to be a similar clearing house for community organizations.

A sub-committee of this group should be set up to gather all possible information or find who's already doing it

Next steps: All representatives of Departments need to go back and talk to their Departments about establishing more opportunities for these outreach programs.

And keep an open mind - think about what can be, without letting problems with \$\$, unions limit the generation of creative ideas.

Invite union representatives to these meetings.

Learn to Earn Program Links with Community College District to relate programs with curriculum

NEXT STEPS:

- Set up the next meeting - Location
- Commit to Dev. Resource Info
- Set up a Work Plan
- Add invites to List for next meeting
- Share notes from today
- Poll every Department - what do you have and what could you do? ID vision and reality both.
- DHR will send survey to every Department Head, DPO and other managers to collect data - Mike Jefferies from SFPD will help

Define Youth--ages 11 - 24

Survey: Employments, mentoring, other programs - Ages, salaries, number of hours--What could you do if you didn't have any restrictions? Where get referrals?

Ask every department to name a contact person who knows everything about youth programs in that department and can answer inquiries, attend meetings.

Next Meeting - McClaren Lodge, Golden Gate Park, Recreation and Park Commission Meeting Room on Wednesday, June 5, 2:30 - 4:30

Invitees to add:

Judy Martin - EDD

Stephanie Shunes - SF PIC - Jobs for Youth

Judy Pringle - HUD

Ed Flowers - YGC

Union: Stan Smith; Josie Mooney

Mayor's Youth Summit is October 5 - 6 at McAteer High School, with wrap up at Herbst on October 7

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date : June 3, 1996

To : Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From : Wendell L. Pryor
Human Resources Director

Edward M. Harrington
Controller

Subject : Procedures for Renewing Temporary Requisitions and
Provisional Appointments

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Temporary personnel requisitions and temporary appointments for all departments will be extended as follows:

- 1) All current active personnel requisitions will be automatically extended until December 31, 1996. *Departments must submit requisition modifications canceling requisitions that they do not want extended.*
- 2) All temporary civil service (TCS), temporary exempt (TE), limited tenure (LT), and provisional (PV) appointments, except Non-civil service (NCS) and Type F, will be automatically extended until December 31, 1996.
- 3) Non-civil service (NCS), as defined by Civil Service Rule 14, Article 1, Section 14.6.1, and as-needed PV appointments, will be extended until the employee has reached the maximum number of working hours (1040 hours in the calendar or fiscal year).
- 4) Non-civil service (NCS) and provisional (PV) appointments that are F Type (short-term) will expire on the OA expiration date and will not be extended.

For further information or assistance in the submission of new personnel requisitions and extension of appointments, please contact Norma Gill, Certification Supervisor, Department of Human Resources, 44 Gough Street, 557-4816.



MEMORANDUM

Date: June 10, 1996

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To: Department Heads
Departmental Personnel Officers

JUN 13 1996

From: Wendell L. Pryor
Human Resources DirectorSAN FRANCISCO
PUBLIC LIBRARY**RE: POLICY ON MAKEUP OF ORAL BOARDS FOR EXAMINATION AND
SELECTION**

Our selection procedures have traditionally involved the use of oral board panels made up of subject matter experts from both public and private sector organizations. The participation of these outside people continues to be an important part of our fair and competitive selection procedure. However, we also must avoid any conflict of interest, or appearance of conflict of interest, in our selection processes. For this reason I have established the following guidelines:

- 1) In recruiting panelists for selection procedures, avoid the use of panelists that are employed by outside organizations that have contracts with the City or that have the potential of having future contracts with the City.
- 2) In cases where community involvement in the selection process is essential (such as health department positions), panelists who represent service providers may be appropriate. Such selection panel participants should be evaluated on a case-by-case basis. Please consult with your DHR Operations team representative, and get DHR approval before using any vendors on selection panels.



MEMORANDUM

1/96
Date: June 11, 1996

To: Department Heads
Personnel Officers
Employee Organizations
Departmental Personal Services Contract Coordinators

From: Wendell L. Pryor
Human Resources Director

Albert C. Walker
Executive Officer, Civil Service Commission

Subject: **Joint Department of Human Resources/Civil Service Commission
Revised Instructions for Processing Proposed Personal Services Contract
Approval Requests**

The Civil Service Commission (CSC) adopted a set of instructions for processing personal services contracts that have been in effect since January 1, 1995. These procedures outlined a number of ways for departments to process personal services contracts (PSC) for CSC approval. These procedures required the Human Resources Director and the Executive Officer, CSC, to promulgate implementing instructions. These instructions were issued on February 3, 1995.

These PSC instructions were recently reviewed by the CSC Rules Revision Committee at the request of CSC's request. Several revisions were recommended including the use of the Ratification Agenda at the CSC meetings. The CSC approved the Ratification Agenda on January 8, 1996, and this procedure has been successfully used since the CSC meeting of February 5, 1996.

In addition to the Ratification Agenda, the CSC Rules Revision Committee has made changes to the PSC Summary Form and several procedural changes. One of the more significant changes is the new procedure of the Department of Human Resources (DHR) faxing to employee organizations a copy of proposed PSC notices at the time the notices are posted at the DHR. This last change will insure that employee organizations are aware of all proposed personal services contracts in advance of calendaring for CSC ratification.

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Attached is a copy of the revised instructions for processing personal services contracts incorporating the recent changes. These revised instructions are effective on July 1, 1996.

Questions, comments or concerns regarding the DHR implementation and/or use of the PSC procedures or these instructions may be directed to the DHR Program Services Staff 557-4829.

Attachment



JOINT DHR/CSC INSTRUCTIONS FOR PROCESSING PERSONAL SERVICES CONTRACT APPROVAL REQUESTS

1. PURPOSE AND AUTHORITY

The Civil Service Commission (CSC) reviews proposed personal services contracting decisions to determine whether the needed services should be provided through the classified civil service. Personal services contracts include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, non-profit organizations, and other public agencies.

The Commission's role is distinguished from the roles of the City departments, other commissions, the Chief Administrative Officer (CAO), the Purchaser, and the Human Rights Commission (HRC) in that the CSC is not involved with the selection of individual contractors or the cost of such services. Proposition J contracts which are not reviewed by the CSC focus on the costs of contracts as verified by the Controller. The role of the CSC is to determine whether the services could be performed by City employees. In circumstances pertaining to the need to provide services in a particular situation (or situations) warrant the use of a personal services contract or contractors in lieu of civil service employees. In circumstance where the CSC determines that contracting is warranted, the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the CAO, the Purchaser, and the HRC.

2. PERSONAL SERVICES CONTRACT REVIEW CRITERIA

Initially, requests for CSC approval of PSCs are analyzed to ascertain whether or not there are existing civil service classes which could perform the required work or whether it is feasible or practical for civil service employees to perform the work.

A. No Existing Class

When there is no current class in which the duties and responsibilities encompass the desired need, a determination is made as to the feasibility of establishing a new class. If services are short term and non-repetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

B. Existing Class

In instances where there is an existing class in which employees could possibly perform the services, other factors may be considered such as:

1. Immediately needed services; especially in transitional situations where it is not feasible to hire a civil service employee;
2. Short-term projects, particularly those requiring diverse skills and expertise and those which may also involve finding office space, facilities, and equipment. In these cases, it may not be practical to employ persons in civil service classes for short periods of time;
3. Services required on an as-needed, intermittent, or periodic basis, where the employment of persons in civil service classes is impractical (such as peaks in workloads);
4. Emergency situations involving health or safety hazards;
5. Cases where future funding is so uncertain that the establishment of new civil service positions, classes and/or programs is not feasible;
6. Legal mandates for contractual services, such as those for the Commission on Aging;
7. Circumstances where it is required or prudent to employ non-City personnel to make independent property appraisals;
8. Cases where the City lacks required equipment or facilities;
9. Situations where the City transmits funds but does not directly provide services. Examples are Federal or State funding requirements which specify that particular contracts are to receive funds.

Provided there are compelling circumstances such as those listed above, the CSC may approve the use of a personal services contract or contracts even if there is an existing class.

3. DEPARTMENTAL PERSONAL SERVICES CONTRACT COORDINATOR

Each City and County department that regularly utilizes personal services contracts shall designate a departmental personal services contract (PSC) coordinator. The PSC coordinator works closely with Department of Human Resources (DHR) and CSC staffs to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the CSC

through the DHR in a timely manner.

Each City and County department must notify the DHR of the name, mailing address, telephone number, and fax number of their departmental PSC coordinator as changes occur.

4. PERSONAL SERVICES CONTRACT REVIEW PROCESS - 5 TYPES OF APPROVALS

DHR staff review all requests for approval by the use of PSC's. PSC requests may be approved under one of five categories:

- 1) Expedited
- 2) Regular
- 3) Continuing
- 4) Annual
- 5) Qualified.

DHR staff recommendations for approval will only fall into one of the first 4 categories.

A. Expedited Approval - Contracts of \$50,000 and Under

1. To obtain Expedited Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR by Noon on the second or fourth Monday of the month.
2. The PSC Summary will be reviewed by DHR staff within two business days.
3. The DHR will notify departmental PSC Coordinator whether the proposed PSC has been approved or denied.
4. The Expedited Approval process may not be used by the same department for multiple contract awards to the same vendor.

B. Regular Approval

1. For PSC in excess of \$50,000 and not covered by the procedures described below for "Continuing Approval" or "Annual Approval," the CSC may grant "Regular Approval".
2. Departments are encouraged to submit a request for Regular Approval as early as possible in the contract planning and selection process.
3. To obtain a Regular Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR by noon at least 21 calendar days prior to a scheduled CSC meeting

date. This deadline is required to allow for posting and, if necessary, the scheduling of a hearing date.

4. The PSC Summary will be reviewed by DHR staff within four business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the 1st floor lobby at the DHR, 44 Gough Street for seven calendar days.
6. Posted PSCs not appealed within the seven day posting period shall be placed on the next CSC meeting agenda (Ratification Agenda) for approval.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer by noon of the seventh day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If a department wishes to omit the posting process and go directly from DHR review to CSC review, a PSC Summary must be received by the DHR by noon at least 12 business days prior to a scheduled CSC meeting date. The form must be completed by checking the appropriate section under "TYPE OF APPROVAL" to indicate that the posting process is to be omitted.

C. Continuing Approval

1. The CSC may, at its discretion, grant "Continuing Approval" for a contract in situations where:
 - a. Legal mandates direct the use of contractual services; or
 - b. State or Federal funding requirements specify use of contractual services; or
 - c. A City board, commission, the CAO, an elected official, or the Controller for contracts in that office has determined that contracting is the most effective way to provide health and human welfare services; or
 - d. The Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services.
2. Continuing Approval is valid until or unless revoked by the CSC.
3. To obtain a Continuing Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR. The PSC Summary must be received by DHR by noon at least 21 calendar days prior to a scheduled CSC meeting date. This deadline is

required to allow for posting and, if necessary, the scheduling of a hearing date.

4. The PSC Summary will be reviewed by DHR staff within four business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the 1st floor lobby of 44 Gough Street for seven calendar days.
6. Posted PSCs not appealed within the seven day posting period shall be placed on the next CSC meeting agenda (Ratification Agenda) for approval.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer by noon of the seventh day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If the CSC approves a request for Continuing Approval, the requesting department must provide the CSC with annual reports listing the contracts awarded under the Continuing Approval. An annual report is to include the names of the contractor, type of services, amount, and duration of the contract.

Annual reports are to be submitted to the CSC through the DHR no later than August 1 of each year for the prior fiscal year. The CSC Executive Officer shall make all annual reports submitted under this section available for public inspection consistent with local and State law.

D. Annual Approval

1. For a proposed contract included in a departmental annual budget, the CSC may grant an "Annual Approval."
2. To obtain an Annual Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR no later than March 1.
3. A list of contracts recommended by DHR staff for Annual Approval will be posted on the DHR Bulletin Board in the lobby of 44 Gough Street for seven calendar days.
4. Posted PSCs not appealed within the seven day posting period will be placed on the Ratification Agenda for approval.
5. Appeals of proposed personal services contracts shall be considered by the CSC not later than its first meeting in April.
6. An appeal must be filed in the office of the CSC Executive Officer by noon of the seventh day of posting. The Executive Officer shall notify the DHR and the

seventh day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal.

7. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the dates in Items D.2 and D.5 above to conform to the revised schedule. The CSC Executive Officer will be notified of any changes to the schedule.

E. Qualified Approval

The CSC may also grant "Qualified Approval" of a PSC. This conditional approval is generally an interim measure for a short time period with direction to the contracting department to consider other alternatives for providing the service if it will be required on a continuing basis.

Typically included with a Qualified Approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classifications or obtaining a Proposition J contract certification.

5. MODIFICATION OF PREVIOUSLY APPROVED PSC

The contracting department must submit a new request for approval under the category, Type of Request; "Modification". When circumstances associated with a particular situation change, a new request for approval must be submitted. Changes which would warrant a modification request for approval include:

- A. Changes to the type or scope of services provided; or
- B. Changes in legal or grant requirements for contracting; or
- C. Increases of fifty percent (50%) or more over the contract amount approved by the CSC.

6. GENERAL INSTRUCTIONS FOR PSC FORMS

Departments may submit proposed PSCs for CSC approval as soon as the need arises and prior to the award of contract. The practice of early submittal will expedite startup of the desired service(s).

The information submitted for review of a PSC must be presented on a Personal Services Contract Summary (PSC Form 1). Departments shall submit one PSC Form 1 for a specific service regardless of the number of vendors. The Personal Services Contract Award Notice (PSC Form 2) must be submitted after DHR/CSC approval is received, to provide information regarding the selected vendor(s). Copies of both forms are attached.

type of approval process to be used. Please review the first four types of approval processes described in Section 4 above in order to select the process that best fits your department's particular needs.

A. Submission Guidelines for PSC Form 1

The CSC normally meets the first and third Mondays of each month. A completed PSC Form 1 is required for each proposed PSC. Submittal due dates are determined based upon the approval process that is selected. Address completed forms to:

Personal Services Contracts
Department of Human Resources
City and County of San Francisco
44 Gough Street
San Francisco, CA 94103

All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. Cover letters are generally not necessary, except in instances when non-typical circumstances arise and an explanation is needed to expedite the review process.

A PSC Form 1 submitted after a deadline will be considered at subsequent CSC meetings. In emergency situations when it becomes necessary for PSC coordinators to submit PSC approval requests for processing after a deadline, the coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the CSC Executive Officer's approval (for CSC deadlines).

B. Completing PSC Form 1

When completing PSC Form 1, please keep in mind the purpose of CSC's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific services to be provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC.

PSC Form 1 or a word processing document with the identical format must be used. If a word processing document is used, do not alter or change the order of the information requested and questions asked on PSC Form 1 as it is a standardized form.

Please be sure to indicate the type of approval and type of request desired by checking one of the boxes for each section. Do not type on the back of the form. Submit only one copy of the form. The form must be signed by the departmental personal services coordinator.

Do not use abbreviations without indicating what the abbreviation stands for.

Do not use "not applicable" or "N.A.", explain why there is no applicable response.

PSCs for student interns must indicate the number of hours to be worked. The proposal must also indicate how the students are selected.

7. UNION NOTIFICATIONS

Departments are generally required to notify affected employee organizations of the intent to contract for personal services. Notification procedures differ depending on the memorandum of understanding negotiated with the respective unions.

There are more than 40 employee organizations that represent City employees. Please contact your departmental personnel office or the DHR Employee Relations Division, if you have questions about which classes of employees are represented by which unions.

All affected employee organizations must be promptly notified of the department's proposal to contract a service by providing a copy of the PSC Form 1. Departments shall provide a copy of the Request For Proposal (RFP) upon request.

Departments must fax a the PSC Form 1 to expedite notice to an affected employee organization.

Section II of the form provides a place to verify that the employee organization has been sent a copy of the PSC Form 1 and the RFP in a timely manner. Have the person mailing the PSC Form 1 and RFP identify the employee organization(s) notified, sign their name and indicate the date of mailing as shown below.

Local 21
or name

Signature of person mailing/faxing form

June 30, 1995
Date

Local 790
or name

Signature of person mailing/faxing form

June 30, 1995
Date

RFP sent to Local 21 on April 2, 1995.

8. PERSONAL SERVICES CONTRACT PROCESSING

- A. Once a PSC Form 1 is submitted, DHR staff will review the form and contact the departmental PSC contract coordinator if additional information or clarification is required. In some cases, the form may be returned to the coordinator for rewriting or to correct other problems.
- B. Following the DHR review, a copy of staff's recommendation is sent to the departmental PSC coordinator prior to the scheduled CSC hearing date in the case of Continuing Approvals; or at the same time recommendations are posted, in the cases of Annual or Regular Approvals.
- C. DHR will fax to the affected unions a copy of the posted PSC Form 1 on the first day of the required posting.
- D. If a contract is not appealed, it is then placed on the CSC Ratification Agenda. In this case, the department will be notified but representatives are not required to present to be present at the CSC meeting.

If the contract is appealed, it is placed on the CSC Regular Agenda and will be considered by the CSC separately. Departments are required to have representatives present to respond to questions or provide clarification on the need for contractual services. If a department representative is not present, consideration of the PSC will be postpone to another meeting.

- E. After a CSC hearing, a notice of the CSC action is sent to the departmental PSC coordinator by the CSC Executive Officer. The PSC coordinator will also receive separate notification whenever a Qualified Approval is granted by the CSC.
- F. Personal services contracts processed through the Controller's Office for certification must include a copy of the PSC Form 1 and a copy of the Notice of CSC Action.
- G. At the time PSCs are processed for award, a copy of the Personal Services Contract Award Notice (PSC Form 2) must be sent by the departments to the DHR. The DHR will report the names, contract amounts and duration for all personal services contracts to the CSC annually not later than August 1 for the preceding year. Such reports from the DHR to the CSC shall be available for public inspection in the office of the CSC Executive Officer.

9. RATIFICATION AGENDA

The Ratification Agenda is essentially a consent agenda used exclusively for expediting the processing of proposed personal services contracts and will precede the Consent Agenda on the Commission calendar. The intent of the Ratification Agenda is to eliminate the need for departments to send departmental representatives to Civil Service meetings when no appeal of a Personal Service Contract is received during the required posting period.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____
DEPARTMENT NAME _____ DEPARTMENT NUMBER _____TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUALTYPE OF REQUEST:
☐ INITIAL REQUEST ☐ RESUBMISSION (PSC# _____) ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: _____

FUNDING SOURCE: _____

PSC AMOUNT: _____ PSC DURATION: _____

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

B. Explain why this service is necessary and the consequences of denial:

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

B. Which, if any, civil service class normally performs this work?

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

No

☐☐

B. Will the contractor train City and County employees?

☐☐

- Describe training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐☐

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☐

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☐

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☐THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF
THE DEPARTMENT HEAD:_____
Signature of Departmental Personal Services Contract Coordinator_____
Print or Type Name_____
Telephone Number_____
Address

PERSONAL SERVICES CONTRACT AWARD NOTICE

DEPARTMENT: _____

PERSONAL SERVICES CONTRACT NUMBER (PSC#): _____

CONTRACTOR: _____

AMOUNT: _____ DURATION: _____

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF
THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator_____
Print or Type Name_____
Telephone Number

Date _____

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services
Contracts, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.



WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: June 12, 1996

TO: Departmental Appointing Officers
Departmental Personnel Officers
Departmental Affirmative Action Officers

FROM: Wendell L. Pryor
Department of Human Resources

SUBJECT: New Procedures on Investigating Discrimination Complaints

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On July 1, 1996, the Department of Human Resources will implement a revised Civil Service Commission Rule 3 on affirmative action programs and equal employment opportunity, and new procedures to investigate complaints of employment discrimination. These new procedures are the result of the new 1996 Charter adopted in November 1995, Civil Service Commission Rule 3 which was amended on June 3, 1996, and recommendations from the Sexual Harassment Task Force of the Commission on the Status of Women.

Some of the changes to be effective July 1, 1996 are:

all complaints of employment discrimination shall be reported to the Human Resources Director for review and resolution;

complaints of employment discrimination must be filed within sixty (60) days, except for complaints of sexual harassment which must be filed within one hundred and eighty (180) days;

complaints of sexual harassment may be made by telephone through the sexual harassment hotline at the Department of Human Resources; and, all complaints of sexual harassment will be reviewed by the DHR investigator of sexual harassment complaints;

departmental procedures to investigate discrimination complaints must conform to Department of Human Resources procedures, subject to final determination by the Human Resources Director, and appeal to the Civil Service Commission.

(over to page 2)

Please join me and the staff of the Equal Employment Opportunity Division on **Monday, June 24, 1996, 1:00 p.m. at 44 Gough Street, room 300A/B** for an orientation on the new Civil Service Commission Rule 3 and Department of Human Resources procedures. Call Evelyn Hogan-Jackson at 557-4825 or Dorothy Yee at 557-4889 for more information; or Ellen Gunselman at 557-4832 to register for the orientation.

h:\wpdocs\r3wrkshp.wpd

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR**MEMORANDUM**

Date: June 17, 1996

To: Appointing Officers
Departmental Personnel Officers
Personnel and Payroll ClerksFrom: Wendell L. Pryor
Human Resources DirectorSubject: Policy on Appointment of Retired City Employees.

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This policy clarifies the previous Department of Human Resources policy memorandum issued on October 11, 1994. Departments are provided the option to hire retired City employees as a result of the passage of Proposition F which was approved by San Francisco voters in June 1994. This Charter amendment provides authority for City departments to hire retired City employees to work for not more than 120 working days, or 960 hours each fiscal year while they continue to receive their retirement benefits.

On September 19, 1994, the Civil Service Commission authorized the Human Resources Director to review and act upon requests to grant exempt status to retired City employees who are hired under the provisions of Charter Section A8.511(C). City departments may hire experienced retired City employees who possess special skills to work for specified periods of time in exempt positions not to exceed 960 hours or 120 working days in a fiscal year. Exempt employees do not accrue seniority rights, or retirement benefits. As all other exempt employees, they serve at the pleasure of the appointing officer, based on the needs of the department, and can be separated at any time.

Policy and Procedures governing the hiring of retirees of the City and County of San Francisco:

Personnel Requisition: In order to hire a retired City employee, a department must submit a temporary exempt Personnel Requisition. The department should designate in the Special Conditions section on the Personnel Requisition; "Requisition for the hiring of a retiree", and include the name of the retiree if a hiring decision has been made. Departments must insure that the retired City employee meets the minimum qualifications for the position. Retirees can be hired for any job classification where they meet the minimum qualifications. Departments may call the Retirement system at 554-1564 to verify the retirement status off an applicant.

Appointment Processing form: Departments will need to enter the following information when completing the Appointment Processing form: In the section which asks the question; "Is this person now employed by the City and County of San Francisco?", the answer must always be "no". In the follow-up question; "If not now, has she/he worked previously?" The answer should be "yes", followed by the classification the retiree retired from, and the last department where they worked. The word "retired" should also be entered here, along with their prior dates of service with the City. The Appointment Processing form must include the effective date of the appointment.

Employee Benefits: Retirees who are rehired by the City under the provisions of Proposition F, will retain their full retirement benefit package (which may include health benefits), if they do not exceed the 960 hour or 120 work day limitation. When the retiree reaches the maximum work hours each fiscal year, they must be separated from their temporary exempt appointment. Each time a retiree is separated, it constitutes a complete break in service. The availability of any additional employee benefits is governed by the terms and conditions of the Collective Bargaining Agreement which represents the retiree's classification. Therefore, to become eligible for employee benefits, a retiree will have to meet the eligibility criteria indicated in the Collective Bargaining Agreement for their classification.

Monitoring Retiree's Work Hours: The Department of Human Resources will notify the Retirement System when a retired City employee is appointed to a temporary exempt position by sending a copy of the Appointment Processing form within thirty (30) days of the effective date of the appointment. The Payroll and Personnel Services Division (PPSD) of the Controller's office, and the San Francisco Unified School District (SFUSD) payroll system (when classified retirees are hired), will also be notified. The Retirement System will monitor the retiree's payroll hours, and in cooperation with the department where the retiree is working, the Retirement system will notify the retiree in writing when they are approaching the maximum 960 hours or 120 work days allowed in each fiscal year. Departments will need to separate the retiree when she/he reaches the maximum number of work hours.

For further information, contact Eugene Freeman at the Department of Human Resources 557-4830.

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: June 19, 1996

To: All Appointing Officers
Departmental Personnel Officers

From: Wendell L. Pryor
Human Resources Director

Subject: New Procedures for Processing Requisitions and Requests for Provisional Appointments

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JUN 24 1996

SAN FRANCISCO
PUBLIC LIBRARYBACKGROUND

The Department of Human Resources is streamlining the procedures for requisitions and for making provisional appointments. We have created a Requisition Processing Desk within the Operations Division, staffed by Personnel Technician Maria Ramos under the direction of Assistant Operations Manager Linda Marini. Effective immediately, route all of your requisitions directly to Ms. Ramos, who will establish a tracking system to minimize delays and ensure that requisition reviews are handled in a timely manner.

Requests for Oral Authorizations to make provisional appointments should also be sent to Ms. Ramos. The purpose for moving the Oral Authorization process to Operations is to centralize all hiring processes, both provisional and permanent, in one place and focus on reducing the number of hires that need to be provisional. The new Oral Authorization procedure will be effective July 1, 1996. Meetings will be held with Departmental Personnel Officers to ensure a smooth transition to this new policy.

As you prepare to fill a vacancy in a class for which there is no candidate from a civil service eligible list or from a pool of applicants for an examination, please observe the following guidelines:

REQUIREMENTS

Contact the DHR Operations Division Oral Authorization and Requisition Processing Desk prior to developing a recruitment and selection plan and preparing a job bulletin. No provisional job announcements shall be issued and no provisional appointments shall be made unless this process has been followed.

An Operations Division analyst will be assigned to work with your department to determine the feasibility of developing a recruitment and selection plan that results in a permanent appointment.

If it is determined that a permanent hiring process is not feasible, the department shall proceed with the steps required to make a provisional appointment, as follows:

AUTHORITY

In the absence of available civil service eligibles, provisional appointments may be made under the authority of Civil Service Commission (CSC) Rule 14, Section 14.5, and the policies and procedures established by the Commission and by the Director of Human Resources and his staff.

CSC Rule 14, Section 14.5, requires that provisional appointments be made based on a combination of factors including merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

In making a provisional appointment, the department is required to take appropriate steps to ensure that there is equal employment opportunity for interested individuals to apply and compete for the vacancy.

The department must target the department's affirmative action goals as specified by the department's affirmative action plan in recruiting to fill the vacancy.

The individual selected for provisional appointment must meet the minimum qualifications for the position, as indicated on the most recent civil service examination announcement for the classification.

SOURCE OF APPLICANTS

The source for applicants to make a provisional appointment depends on the status of the civil service eligible list or examination for the classification.

- ▶ If there is an existing eligible list for a class in which a provisional appointment is to be made and eligibles are available, the department must select an eligible on the list who is reasonably expected to be reachable in the next certification. Authorized department representatives may request the names of available eligibles by writing to the DHR Certification Unit, 44 Gough Street.
- ▶ If an eligible list for a particular class has recently expired with remaining eligibles, the department may be asked to canvass the expired list to make a provisional appointment.
- ▶ If an examination for the class has been announced, the department must select for provisional appointment an individual who has filed for and has been determined to be qualified to participate in the examination. If any portion of the examination has been administered, the individual must also have successfully completed that part of the examination. Department

officials are to contact the appropriate personnel analyst in the DHR Operations Division or the decentralized units for names of qualified applicants.

- ▶ If no candidates are available in the examination pool from the Operations Division, or if the eligible list for the class is either exhausted or expired and the examination has not yet been announced, the department must first contact the Operations Division to determine whether an examination can be conducted within a reasonable period of time.
- ▶ If an examination is not scheduled, and the department needs to fill the position, the department must develop a recruitment and selection plan as well as target affirmative action goals. This may include recruiting from “next lower ranks,” other departments, professional organizations, and minority or women’s community groups.

Whichever source the department uses for applicants, the provisional appointment must be made based on merit and affirmative action factors, and if promotive, based also on consideration of performance appraisal ratings and seniority.

REQUIREMENTS

To make a provisional appointment, the department must take the following steps.

1. When there is a vacancy to be filled, departmental managers and supervisors must contact the departmental affirmative action officer for assistance in identifying affirmative action targets. Affirmative action targets shall be consistent with the department’s affirmative action goals, as specified by the department’s affirmative action plan.
2. The department must work with DHR Operations to develop and implement a recruitment and selection plan to ensure that interested persons can apply. The plan must also address the department’s affirmative action targets.
3. A job bulletin utilizing minimum qualifications from the most recent civil service examination announcement must be issued. Two copies of the job bulletin must be forwarded to the DHR Employment Center located at 44 Gough Street for posting and public viewing, and one copy must be forwarded to the department’s liaison in DHR Operations, 2nd Floor, 44 Gough Street.
4. Every effort must be made to notify potential departmental applicants via verbal notification and posting of the job bulletins at departmental work sites.

The department must conduct appropriate targeted recruitment activities. Resources for affirmative action recruitment strategies are available from the departmental equal employment opportunity program, the departmental affirmative action and personnel officers, and the DHR EEO/AA Division.

Additional affirmative action outreach and recruitment to other departments, jurisdictions, and the community will be required for classes in which underrepresentation of one or more protected

groups exists and an internal pool is inadequate to address the underrepresentation.

5. Job bulletins shall be posted at the DHR Employment Center for a minimum of ten (10) days excluding Saturdays, Sundays and holidays, at departmental work sites and other locations where persons with the requisite experience and skills are likely to see them.
6. The composition of the applicant pool shall be evaluated to determine if it is balanced by gender and race in comparison to the San Francisco available labor market and if it addresses affirmative action needs. If the pool is significantly unbalanced, the department may be required to continue targeted outreach efforts and to re-open the application process.
7. Job interviews shall be conducted by a panel (more than one person) whose composition has gender and racial diversity. All questions used by the panel shall be directly job-related. All documents (job bulletins, applications, test questions, rating sheets, comments, etc.) related to the interview and selection process shall be retained in the department.
8. Affirmative action must be considered at each step of the selection process. The final selection must be based on a combination of factors including merit, affirmative action, and if promotive, consideration of performance appraisal ratings and seniority.

If the final decision does not result in an affirmative action selection, the department may be asked to describe how, relative to affirmative action concerns, other considerations were factored into the ultimate selection.

CONTENT AND FORMAT OF JOB BULLETIN

Job bulletins for provisional openings are to be prepared as follows:

1. Typed on one side of one page and include sufficient information for interested individuals to apply or to contact the department without further explanations from DHR staff. If information must exceed one page, include information on page one so that applicants can contact the department for the full job description.
2. The job bulletins shall contain the following information:
 - ▶ Name of department and division or unit or work location;
 - ▶ Class number and title, and working title if applicable;
 - ▶ Description of the position;
 - ▶ Qualifications (as described in most recent civil service examination announcement);
 - ▶ Additional or desirable knowledges, skills, abilities or other characteristics;
 - ▶ Salary;
 - ▶ Expected duration of the provisional appointment;
 - ▶ Application procedures and deadline (the job bulletin will be removed from the job posting board at the DHR Employment Center after the deadline date);
 - ▶ Telephone number for individuals to call for more information;

- ▶ The following statements: “Minorities, Women and Persons with Disabilities are Encouraged to Apply”; An Equal Opportunity Employer”
- 3. Two (2) copies of the job bulletin must be submitted to the DHR Employment Center, First Floor Lobby, 44 Gough Street and one (1) copy to the DHR Operations Division. This requirement does not exempt the department from other recruitment activities to further affirmative action goals.

OBTAINING AUTHORIZATION FOR PROVISIONAL APPOINTMENTS

1. An Oral Authorization (OA) is the approval required to make a provisional appointment. OA's are issued by the DHR Operations Division.
2. Managers and supervisors must be reminded that they are not authorized to make offers of employment until an OA has been approved by the DHR Operations Division. Departmental representatives incur legal liabilities for making commitments of employment without prior DHR approval.
3. Requests for OA's must be made by the departmental appointing officer, personnel officer, or an official designee. The DHR Operations Division maintains a listing of persons authorized to call for OA's. All other requests will be referred back to the department.
4. The staff of the DHR Operations Division will review each OA request to ensure that the vacancy was posted at the DHR Employment Center as required, and that the selection was made on the basis of a combination of merit factors, affirmative action, and, if promotive, consideration of performance appraisal ratings and seniority (CSC Rule 14, Section 14.5). The department may be asked to submit for review all recruitment documentation, applications or resumes, selection devices, rating sheets, list of interviewers, etc.
5. All OA requests must conform to these policies and these procedures. If the procedures are not followed, the request for authorization will not be approved.

PROCESSING PROVISIONAL APPOINTMENTS

As indicated in memorandum 93-48 dated November 22, 1993 to each department, when Oral Authorization for provisional appointment has been approved, a Notice to Provisional Appointee (CSC 6-19) must be completed and signed by the appointee. A copy of the Notice must be retained in the employee's personnel folder. Each time the provisional appointment is extended, a new Notice must be completed.

Additional procedures for processing of provisional employees, such as fingerprinting and medical examination, are covered in the Policies and Procedures Manual.

Authorization for provisional appointment may be made for a maximum duration not to exceed six months. The authorization may be extended by the Human Resources Director for additional six month periods, provided that the Personnel Requisition remains valid.

As-needed employments may be approved for a duration not to exceed 1040 working hours in any calendar year. As-needed employees who work the maximum number of allowable hours during the first six months of the calendar year will not have their employment extended beyond June 30, 1996.

EXCEPTIONS

Exceptions to the above policy and procedures are not contemplated except in rare instances of emergency or other extenuating circumstances or in other situations consistent with established CSC policy and Department of Human Resources procedures. In all cases, a request for exception must be expressly approved by the Human Resources Director.

* * * * *

For more information, contact Linda Marini, Assistant Manager, Operations Division, at 557-4969, or your departmental liaison in the DHR Operations Division.

asproc wpd

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: July 16, 1996

To: Department Heads
Appointing Officers
Payroll and Personnel ClerksFrom: Andrea Gourdine
Human Resources Director

Subject: Submission of Personnel Requisitions with New BPREP Codes

The FY 96/97 Budget and ASO use a different set of codes than in the past, including a subset of the classification structure components of the FAMIS system. DHR staff will be using the new codes as they appear in the ASO to verify the funding authorization of positions requested in Personnel Requisitions. We will therefore need to capture this information on requisitions and requisition modifications and will be revising the forms.

Until new forms can be printed, please include required information in the current forms as indicated below.

Section: Source of Funds:

In the box labeled:

Enter the following:

Dept. (Department)	The two-digit "old department number" and the new three-character alpha code.
Div. (Division)	The three-character alpha program code
Sec. (Section)	The eight-character alpha-numeric sub-fund code.
Fund	If applicable, the six-character Project code.
Object	N/A Leave blank
Class	The funded class number (four-characters).
Position Number	For your department's use.
Index	N/A Leave blank
Project/PM (Project/Phase)	If applicable, the six-character Grant code.

reqmemo wpd

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: July 17, 1996

TO: Departmental Appointing Officers
Departmental Affirmative Action Officers

FROM: Andrea Gourdine, Director
Department of Human Resources

SUBJECT: Departmental Workforce Composition Reports

On May 17, 1996, the Department of Human Resources provided each department with workforce composition data from DHR's old WANG system. DHR's Information Services staff have now completed two workforce composition reports from the Human Resources Information System (HRIS). One report is a departmental summary by occupational categories, race and gender. The second report is the detail of department appointments by occupational categories, class, name, race and gender.

If you need this more current data to review your department's affirmative action performance, to update your affirmative action plan, or to submit as needed to legal counsel, regulatory agencies, or with grant applications to potential funders, please contact Evelyn Hogan-Jackson at 557-4825 or Dorothy Yee at 557-4889, in the Department of Human Resources Equal Employment Opportunity Division.



ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: July 19, 1996

TO: Departmental Appointing Officers
Departmental Personnel Officers

FROM: Andrea Gourdine, Director *Andrea Gourdine*
Department of Human Resources

SUBJECT: Requests for Oral Authorization to Make Provisional Appointments

Last month, the Department of Human Resources issued a memorandum advising departments to direct all requisitions for processing and all requests for oral authorization to make provisional appointments to Maria Ramos in the DHR Operations Division. The objective was to streamline procedures, minimize delays, and reduce the number of provisional appointments.

I have directed that, effective on Monday, July 22, 1996, requests for oral authorizations be returned to the Department of Human Resources Equal Employment Opportunity Division. I am currently reviewing all operations, work programs, and staffing in the department and when this review is completed, I will determine the appropriate division to be responsible for processing requests to make provisional appointments.

Please call Lewanna Cho at 557-4837 in the EEO Division to make requests for oral authorizations. Requests can also be made by mail, by fax, or by electronic mail. The requirements and guidelines on provisional appointments enumerated in the June 19, 1996 memorandum will continue to apply. For further information, contact Evelyn Hogan-Jackson at 557-4825 or Dorothy Yee at 557-4889 in the EEO Division. Questions concerning requisition processing are to be directed to Maria Ramos at 557-4831.





ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

DATE: August 1, 1996

DOCUMENTS DEPT.

TO: Appointing Officers
Departmental Personnel Officers

AUG 02 1996

FROM: Andrea Gourdine
Human Resources Director

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SUBJECT: Announcements for Provisional Openings

Mayor Willie Brown has received many letters concerning employment opportunities with the City and County of San Francisco. Individuals seeking employment have been informed about the Department of Human Resources Employment Information Center at 44 Gough Street, and the Job Hotline.

The staff of the Mayor's Office has requested that they be informed of job openings in all departments of the City and County of San Francisco. The Department of Human Resources has added the Mayor's Office to DHR's mailing list for examination job announcements. However, DHR does not distribute job announcements for provisional openings. Therefore, in the future, please forward copies of announcements for provisional openings to the Mayor's Office, attention Bevan Dufty, at the same time copies are sent to the Department of Human Resources.

Thank you for your cooperation.

AG:dy



ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

MEMORANDUM

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AUG 19 1996

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Date: August 14, 1996

To: Department Heads
Appointing Officers
Departmental Personnel OfficersFrom: Andrea R. Gourdine
Human Resources Director

Subject: Exempt Positions, Charter Section 10.104

Attached for your review is a proposed procedure for the processing of departmental requests for exempt appointments under Charter Section 10.104, 16-18, Seasonal Employment, replacement for Civil Service Employee on leave of absence, and project staffing. It is anticipated that the procedure will be implemented on September 1, 1996, and the first report detailing the appointments authorized under these sections will be submitted to the Civil Service Commission for the period through September 30, 1996. Please submit any comments you may have to Linda Marini, Acting Operations Manager, no later than August 23, 1996.

Also, please note that policies and procedures addressing exemptions under Charter Section 10.104, 1-12 are being developed and we will keep you informed of the status of this issue.

AG/LM/kh
exemptpos.wpd



Department of Human Resources Policy and Procedure

Subject: Exempt Employment

Authority: Charter Section 10.104.16-18

Section:

PURPOSE:

Charter Section 10.104. 16-18 defines categories of employees exempt from civil service with the approval of the Civil Service Commission. The Civil Service Commission has authorized the Human Resources Director to act on written requests for these types of exemptions. This procedure provides instructions to departments and DHR staff in order to approve requisitions for exempt positions, to post the approvals of the HRD, and to notify the CSC regularly of these actions.

TEXT:

Charter Section 10.104.16-18

PROCEDURE:

1. The department will identify the category to which an exempt position will be assigned.
2. The department will forward the Exempt Position Request Form (DHR-xx) with the requisition and any other required classification materials to the Operations Requisition Desk. After logging in the requisition, staff will forward it to the Operations analyst assigned to that department.
3. The analyst reviews the form and requisition for accuracy and justification.
4. If the request is denied, the analyst will notify the department.
5. Upon approval by the analyst, the request is routed to the Operations Team Leader. The team leader confirms the recommendation and forwards the package to the Human Resources Director or designee for signature.
6. Upon receipt of the approval, the analyst forwards the requisition to the Operations Requisition Desk, and the form is then logged and routed to the Operations secretary for preparation of the monthly posting notice. The posting period is seven calendar days.
7. Items approved by the HRD will be submitted to the Civil Service Commission in the following format:

<u>Department</u>	<u>Category</u>	<u>Class/Title</u>	<u>Requisition No.</u>	<u>No. Positions</u>
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8. Items appealed during the posting period will be subject to additional review and possible hearing before the Civil Service Commission.

DEPARTMENT OF HUMAN RESOURCES OPERATIONS DIVISION
EXEMPT DESIGNATION REQUEST TRANSMITTAL

TO: DHR Operations Division, 44 Gough St.	DATE:
FROM: NAME:	PHONE NUMBER:
DEPARTMENT:	DIVISION:
REQUESTED CLASS CODE AND TITLE:	NO. OF POSITIONS: _____
BUDGETED CLASS CODE/ TITLE (IF DIFFERENT):	DEPT. REQ. NO.: _____ DHR REQ. NO.: _____
TARGET DATE FOR APPOINTMENT:	CATEGORY OF EXEMPTION: _____
Category 16 _____ Seasonal _____ temporary _____ Will not exceed 1040 hours _____ Appointee(s) meet MQ's _____ Not practicable to fill from eligible list	Duration: _____ No. of positions: _____ MQ's reviewed by: _____ Reason: _____
Category 17 _____ Replacement for civil service _____ employee on leave of absence _____ Appointee(s) meet MQ's _____ Not practicable to fill from eligible list	Employee name: _____ Duration of LOA: _____ MQ's reviewed by: _____ Reason: _____
Category 18 _____ Project Title: _____ _____ Service to be provided _____ Appointee(s) will meet MQ's _____ Not practicable to fill from eligible list	MQ's reviewed by: _____ Reason: _____

The undersigned verifies that this information is accurate and that appointee(s) meet the MQ's as stated on the most recent examination announcement at the time of hire.		
Signature of Appointing Officer or Designee	Title	Date:

For DHR use. Do not write below this line.

DATE:	TEAM:	ANALYST:
TEAM LEADER:	DATE OF RECOMMENDATION:	RECOMMENDATION: __APPROVE __DENY
		REASON: _____
_____ HUMAN RESOURCES DIRECTOR		_____ DATE

Posting required ☐ Yes ☐ No Date Posted _____ Posted by _____

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

SEP 18 1996

SAN FRANCISCO
PUBLIC LIBRARY

MEMORANDUM

Date: September 16, 1996

To: Department Heads
Personnel Officers
Employee Organizations
Departmental Personal Services Contract CoordinatorsFrom: Andrea Gourdine
Human Resources DirectorAlbert C. Walker
Executive Officer Civil Service CommissionSubject: Amended Joint Department of Human Resources/Civil Service Commission
Instructions for Processing Proposed Personal Services Contract
Approval Requests

On June 11, 1996, the Department of Human Resources (DHR) and Civil Service Commission (CSC) issued the joint revised Instructions for Processing Proposed Personal Service Contract Approval Requests. The instructions outlined a number of ways for departments to process personal services contracts (PSC) for CSC approval. The instructions included the use of the Ratification Agenda at the CSC meetings (adopted by the CSC on January 8, 1996) and a procedure for the Department of Human Resources to fax to affected employee organizations a copy of proposed Personal Services Contract Summary Form (PSC 1) to insure that employee organizations are aware of all proposed personal services contracts in advance of calendaring for CSC ratification.

The Department of Human Resources and Civil Service Commission have amended and reissued the instructions for Processing Proposed Personal Services Contract Approval Requests to insure that the revised instructions clearly reflect the numerous changes in the Civil Service Commission's procedures. The changes in the reissued instructions are not substantive in content. The changes include the removal of clerical and grammatical errors.

Questions, comments or concerns regarding the attached PSC instructions may be directed to the DHR Program Services staff 557-4829.

BOX 41
PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102

M-2* A-1*





AMENDED JOINT DHR/CSC INSTRUCTIONS FOR PROCESSING PERSONAL SERVICES CONTRACT APPROVAL REQUESTS

1. PURPOSE AND AUTHORITY

The Civil Service Commission (CSC) reviews proposed personal services contracting decisions to determine whether the needed services should be provided through the classified civil service. Personal services contracts (PSCs) include agreements for services paid by the City and County of San Francisco with individuals, companies, corporations, nonprofit organizations, and other public agencies.

The CSC's role is distinguished from the roles of the City departments, other commissions, the City Administrator, the Director of the Department of Administrative Services, and the Human Rights Commission (HRC) in that the CSC is not involved with the selection of individual contractors or the cost of such services. Proposition J contracts which are not reviewed by the CSC focus on the costs of contracts as verified by the Controller. The role of the CSC is to determine whether the services could be performed by City employees. When the CSC determines that contracting is warranted, the selection of the individual contractor is done by City departments, with oversight and final decision making authority exercised as appropriate by commissions, the City Administrator, the Director of the Department of Administrative Services, and the HRC.

2. PERSONAL SERVICES CONTRACT REVIEW CRITERIA

Initially, requests for CSC approval of PSCs are analyzed to ascertain whether or not there are existing civil service classes which could perform the required work or whether it is feasible or practical for civil service employees to perform the work.

2.A. No Existing Class

When there is no current class in which the duties and responsibilities encompass the desired need, a determination is made as to the feasibility of establishing a new class. If services are short term and nonrepetitive or so specialized and unique that they could not be appropriately performed by city personnel, establishing a new class may not be practical and the use of a contract may be appropriate.

2.B. Existing Class

In instances where there is an existing class in which employees could possibly perform the services, other factors may be considered such as:

1. Immediately needed services; especially in transitional situations where it is not feasible to hire a civil service employee;
2. Short-term projects, particularly those requiring diverse skills and expertise and those which may also involve providing office space, facilities, and equipment. In these cases, it may not be practical to employ persons in civil service classes for short periods of time;
3. Services required on an as-needed, intermittent, or periodic basis, where the employment of persons in civil service classes is impractical (such as peaks in workloads);
4. Emergency situations involving health or safety hazards;
5. Cases where future funding is so uncertain that the establishment of new civil service positions, classes and/or programs is not feasible;
6. Legal mandates for contractual services, such as those for the Commission on the Aging;
7. Circumstances where it is required or prudent to employ non-City personnel to make independent property appraisals;
8. Cases where the City lacks required equipment or facilities;
9. Situations where the City transmits funds but does not directly provide services. Examples are Federal or State funding requirements which specify that a particular type of contractor is to receive the funds.

Provided there are compelling circumstances such as those listed above, the CSC may approve the use of a personal services contract or contracts even if there is an existing class.

3. DEPARTMENTAL PERSONAL SERVICES CONTRACT COORDINATOR

Each City and County department that regularly utilizes personal services contracts will designate a departmental personal services contract (PSC) coordinator. The PSC coordinator works closely with Department of Human Resources (DHR) and CSC staffs to expedite the review of proposed contracts by explaining the evaluation criteria to departmental personnel and by ensuring that the proper documentation is sent to the CSC through the DHR in a timely manner.

Each City and County department must notify the DHR of the name, mailing address, telephone number, and fax number of their departmental PSC coordinator as changes occur.

4. PERSONAL SERVICES CONTRACT REVIEW PROCESS - FIVE TYPES OF APPROVALS

DHR staff reviews all requests for approval of the use of PSCs. PSC requests may be approved under one of five categories:

- A) Expedited
- B) Regular
- C) Continuing
- D) Annual
- E) Qualified

DHR staff recommendations for approval will only fall into one of the first four categories, only the CSC has the authority to approve PSCs under the Qualified Category.

4.A. Expedited Approval - Contracts of \$50,000 and Under

1. To obtain Expedited Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR by noon on the second or fourth Monday of the month.
2. The PSC Summary will be reviewed by DHR staff within two business days.
3. The DHR will notify departmental PSC Coordinator whether the proposed PSC has been approved or denied.
4. The Expedited Approval process may not be used by the same department for multiple contract awards to the same vendor.

4.B. Regular Approval- Contracts in excess of \$50,000

1. PSCs in excess of \$50,000 which are not covered by the procedures described below for "Continuing Approval" or "Annual Approval," maybe granted "Regular Approval" by the CSC.
2. Departments are encouraged to submit a request for Regular Approval as early as possible in the contract planning and selection process.
3. To obtain a Regular Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR by noon at least 21 calendar days prior to a scheduled CSC meeting date. This deadline is required to allow for posting and, if necessary, the

scheduling of a hearing date.

4. The PSC Summary will be reviewed by DHR staff within four business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the lobby at 44 Gough Street for seven calendar days.
6. Posted PSCs not appealed within the seven-day posting period will be placed on the next CSC meeting agenda (Ratification Agenda) for approval.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer by noon of the seventh day of posting. The Executive Officer will notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If a department wishes to omit the posting process and go directly from DHR review to CSC review, a PSC Summary must be received by the DHR by noon at least 12 business days prior to a scheduled CSC meeting date. The form must be completed by checking the appropriate section under "TYPE OF APPROVAL" to indicate that the posting process is to be omitted.

4.C. Continuing Approval

1. The CSC may, at its discretion, grant "Continuing Approval" for a contract in situations where:
 - a. Legal mandates direct the use of contractual services; or
 - b. State or Federal funding requirements specify use of contractual services; or
 - c. A City board, commission, the City Administrator, an elected official, or the Controller has determined that contracting is the most effective way to provide health and human welfare services ; or
 - d. The Retirement Board, consistent with its Charter and State constitutional authority, has determined that contracting is the most effective way to deliver investment management and actuarial services.
2. Continuing Approval is valid until revoked by the CSC.
3. To obtain a Continuing Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR. The PSC Summary must be received by DHR by noon at least 21 calendar days prior to a scheduled CSC meeting date. This deadline is required to allow for posting and, if necessary, the scheduling of a hearing date.

4. The PSC Summary will be reviewed by DHR staff within four business days.
5. PSCs recommended for approval will be posted on the DHR Bulletin Board in the lobby of 44 Gough Street for seven calendar days.
6. Posted PSCs not appealed within the seven-day posting period will be placed on the next CSC meeting agenda (Ratification Agenda) for approval.
7. An appeal of a posted PSC must be filed in the office of the CSC Executive Officer (see Item 10) by noon of the seventh day of posting. The Executive Officer will notify the DHR and the affected department of the receipt of an appeal. Timely appeals will be considered by the CSC at its next regularly scheduled meeting.
8. If the CSC approves a request for Continuing Approval, the requesting department must provide the CSC with annual reports listing the contracts awarded under the Continuing Approval. An annual report is to include the name of the contractor, type of service, amount, and duration of the contract.

Annual reports are to be submitted to the CSC through the DHR no later than August 1 of each year for the prior fiscal year. The CSC Executive Officer will make all annual reports submitted under this section available for public inspection consistent with local and State law.

4.D. Annual Approval

1. For a proposed contract included in a departmental annual budget, the CSC may grant an "Annual Approval."
2. To obtain an Annual Approval, a PSC Summary (PSC Form 1) must be submitted to the DHR no later than March 1.
3. A list of contracts recommended by DHR staff for Annual Approval will be posted on the DHR Bulletin Board in the lobby of 44 Gough Street for seven calendar days.
4. Posted PSCs not appealed within the seven-day posting period will be placed on the Ratification Agenda for approval.
5. Appeals of proposed PSCs will be considered by the CSC not later than its first meeting in April.
6. An appeal must be filed in the office of the CSC Executive Officer (see Item 10) by noon of the seventh day of posting. The Executive Officer shall notify the DHR and the affected department of the receipt of an appeal.

7. In the event the Mayor's budget deadlines are changed, the Human Resources Director is authorized to change the dates in Items D.2 and D.5 above to conform to the revised schedule. The CSC Executive Officer will be notified of any changes to the schedule.

4.E. Qualified Approval

The CSC may also grant "Qualified Approval" of a PSC. This conditional approval is generally an interim measure for a short time period with direction to the contracting department to consider other alternatives for providing the service if it will be required on a continuing basis.

Typically included with a Qualified Approval will be a request to the department to examine the feasibility of either budgeting positions in appropriate classifications or obtaining a Proposition J contract certification.

5. **MODIFICATION OF PREVIOUSLY APPROVED PSC**

The contracting department must submit a new request for approval under the category, Type of Request: "Modification". When circumstances associated with a particular situation change, a new request for approval must be submitted. Changes which would warrant a modification request for approval include:

- Changes to the type or scope of services provided; or
- Changes in legal or grant requirements for contracting; or
- Increases of fifty percent (50%) or more over the contract amount approved by the CSC.

6. **GENERAL INSTRUCTIONS FOR PSC FORMS**

Departments may submit proposed PSCs for CSC approval as soon as the need arises and prior to the award of contract. The practice of early submittal will expedite startup of the desired service(s).

The information submitted for review of a PSC must be presented on a Personal Services Contract Summary (PSC Form 1). Departments shall submit one PSC Form 1 for a specific service regardless of the number of vendors. The Personal Services Contract Award Notice (PSC Form 2) must be submitted after DHR/CSC approval is received, to provide information regarding the selected vendor(s). Copies of both forms are attached.

The circumstances regarding each contract will determine a department's selection of the type of approval process to be used. Please review the first four types of approval described in Section 4 above, in order to select the process that best fits your department's particular needs.

6.A. Submission Guidelines for PSC Form 1

The CSC normally meets the first and third Mondays of each month. A completed PSC Form 1 is required for each proposed PSC. Submittal due dates are determined based upon the approval process that is selected. Address completed forms to:

Personal Services Contracts
Department of Human Resources
44 Gough Street
San Francisco, CA 94103

All deadlines are necessary to allow sufficient time for DHR staff review, report preparation, and distribution of reports to the Civil Service Commissioners. Cover letters are generally not necessary, except in instances when non-typical circumstances arise and an explanation is needed to expedite the review process.

A PSC Form 1 submitted after a deadline will be considered at a subsequent CSC meeting. In emergency situations when it becomes necessary for PSC coordinators to submit PSC approval requests for processing after a deadline, the coordinator must obtain the Human Resources Director's approval (for DHR deadlines) and/or the CSC Executive Officer's approval (for CSC deadlines).

6.B. Completing PSC Form 1

When completing PSC Form 1, please keep in mind the purpose of CSC's review and focus the information appropriately. Information must be brief, but specific. Background material and information must be included to clearly and sufficiently describe the specific services to be provided. It is crucial to clearly and adequately explain why City employees cannot perform the services being requested in the PSC.

PSC Form 1 or a word processing document with the identical format must be used.

Please be sure to indicate the type of approval and type of request desired by checking one of the boxes for each section. Do not type on the back of the form. Submit only one copy of the form. The form must be signed by the departmental personal services coordinator.

Do not use abbreviations without indicating what the abbreviation stands for.
Do not use "not applicable" or "N.A.", explain why there is no applicable response.

PSCs for student interns must indicate the number of hours to be worked. The proposal must also indicate how the students are selected.

7. UNION NOTIFICATIONS

Departments are generally required to notify affected employee organizations of the intent to contract for personal services. Notification procedures differ depending on the memorandum of understanding negotiated with the respective unions.

There are more than 40 employee organizations that represent City employees. Please contact your departmental personnel office or the DHR Employee Relations Division, if you have questions about which classes of employees are represented by which unions.

All affected employee organizations must be promptly notified of the department's proposal to contract a service by providing a copy of the PSC Form 1. Departments shall provide a copy of the Request For Proposal (RFP) upon request.

To provide advance notice departments must fax to the affected employee organization a copy of the PSC Form 1.

Section II of the form provides a place to verify that the employee organization has been sent a copy of the PSC Form 1 and the RFP in a timely manner. The person mailing the PSC Form 1 and RFP identifies the employee organization(s) notified, signs his/her name and indicates the date of mailing as shown below.

<u>Local 21</u>	_____	<u>June 30, 1995</u>
# or name	Signature of person mailing/faxing form	Date
 <u>Local 790</u>	 _____	 <u>June 30, 1995</u>
 # or name	 Signature of person mailing/faxing form	 Date
 RFP sent to <u>Local 21</u> on <u>April 2, 1995</u> _____		

8. PERSONAL SERVICES CONTRACT PROCESSING

- 8.A. Once a PSC Form 1 is submitted, DHR staff will review the form and contact the departmental PSC contract coordinator if additional information or clarification is required. In some cases, the form may be returned to the coordinator for rewriting or to correct other problems.
- 8.B. Following the DHR review, a copy of staff's recommendation is sent to the departmental PSC coordinator prior to the scheduled CSC hearing date in the case of Continuing Approvals; or at the same time recommendations are posted, in the cases of Annual or Regular Approvals.
- 8.C. DHR will fax to the affected unions a copy of the posted PSC Form 1 on the first day of the required posting.
- 8.D. If a contract is not appealed, it is then placed on the CSC Ratification Agenda. In this case, the department will be notified but representatives are not required to be present at the CSC meeting.

If the contract is appealed, it is placed on the CSC Regular Agenda and will be considered by the CSC separately. For appealed contracts, departments are required to have representatives present to respond to questions or provide clarification on the need for contractual services. If a department representative is not present, consideration of the PSC will be postponed to another meeting.

- 8.E. After a CSC hearing, a notice of the CSC action is sent to the departmental PSC coordinator by the CSC Executive Officer. The PSC coordinator will also receive separate notification whenever a Qualified Approval is granted by the CSC.
- 8.F. PSCs processed through the Controller's Office for certification must include a copy of the PSC Form 1 and a copy of the Notice of CSC Action.
- 8.G. At the time PSCs are processed for award, a copy of the Personal Services Contract Award Notice (PSC Form 2) must be sent by the department to the DHR. The DHR will report the names, contract amounts and durations for all personal services contracts to the CSC annually not later than August 1 for the preceding fiscal year. Such reports from the DHR to the CSC shall be available for public inspection in the office of the CSC Executive Officer.

9. RATIFICATION AGENDA

The Ratification Agenda is essentially a consent agenda used exclusively for expediting the processing of uncontested proposed PSCs and will precede the Consent Agenda on the Commission calendar. The intent of the Ratification Agenda is to eliminate the need for the departments to send departmental representatives to Civil Service Commission meetings when no appeal of a PSC is received during the posting period.

10. APPEALS

All appeals provided in these instructions are to be filed with the CSC Executive Officer:

Executive Officer
Civil Service Commission
Rm 304 Veterans Bldg.
401 Van Ness Avenue
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____
DEPARTMENT NAME _____ DEPARTMENT NUMBER _____TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUALTYPE OF REQUEST:
☐ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: _____

FUNDING SOURCE: _____

PSC AMOUNT: _____ PSC DURATION: _____

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

B. Explain why this service is necessary and the consequences of denial:

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

D. Will the contract(s) be renewed:

- 2.
- UNION NOTIFICATION
- : Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Union Name Signature of person mailing / faxing form Date_____
Union Name Signature of person mailing / faxing form DateRFP sent to _____, on _____
Union Name Date Signature*****
FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

B. Which, if any, civil service class normally performs this work?

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

☐

No

☐

B. Will the contractor train City and County employees?

☐☐

- Describe training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐☐

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☐

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☐

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☐

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator_____
Print or Type Name_____
Telephone Number_____
Address

PERSONAL SERVICES CONTRACT AWARD NOTICE

DATE: _____

DEPARTMENT: _____ DEPARTMENT _____

PERSONAL SERVICES CONTRACT NUMBER (PSC#): _____

PERSONAL SERVICES CONTRACT APPROVAL DATE: _____

WILL THIS CONTRACT BE AWARDED TO MULTIPLE CONTRACTORS? _____

IF YES, THIS AWARD NOTICE IS FOR CONTRACTOR NUMBER _____ OF _____

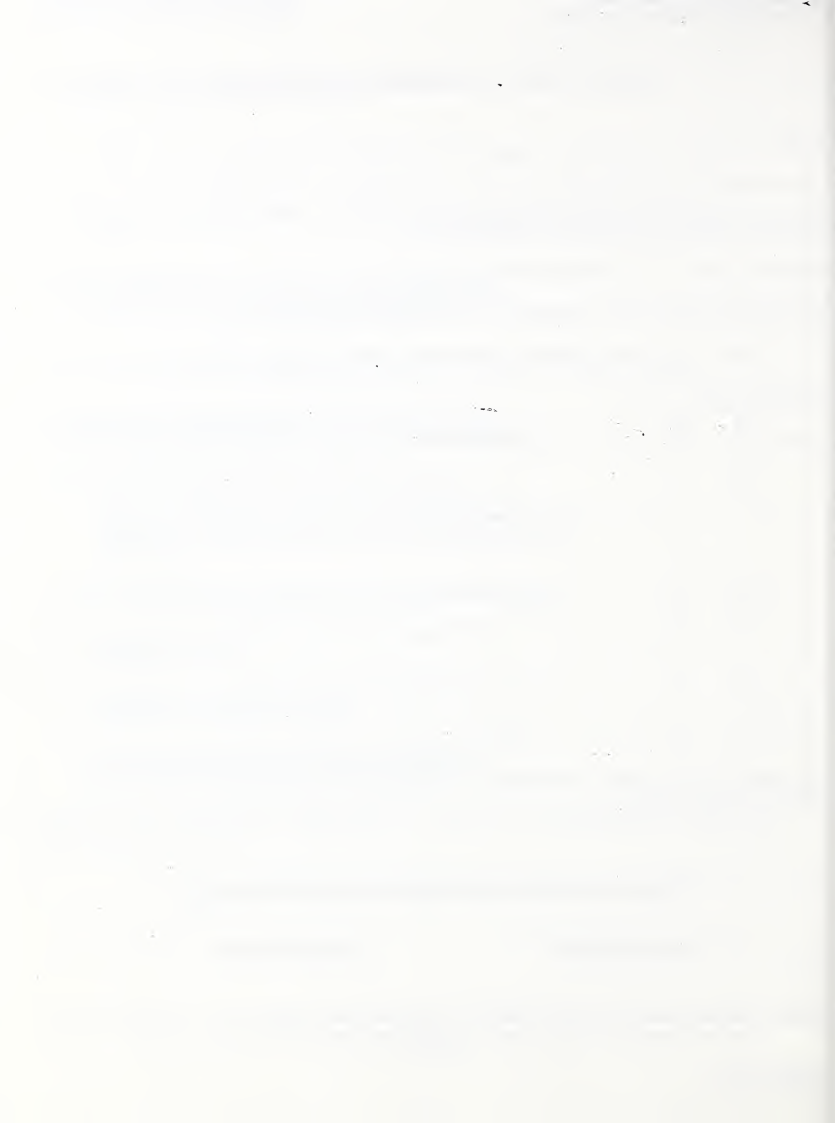
CONTRACTOR: _____

AMOUNT: _____ DURATION: _____

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF
THE DEPARTMENT HEAD.

Signature of Departmental Personal Services Contract (PSC) Coordinator_____
Print or Type Name_____
Telephone Number

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services
Contracts, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.





ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

September 23, 1996

TO: ALL APPOINTING OFFICERS
DEPARTMENTAL PERSONNEL OFFICERS
PAYROLL PERSONNEL

FROM: Tanya A. Smith, Manager
Compensation Unit

RE: Compensation Manual Updates (new rec'd Manual for FY 96-97)

Attached are updates to the Compensation Manual reflecting wage increases for select classifications represented by the International Federation of Professional and Technical Engineers (IFPTE), Local 21 and classifications represented by the Deputy Sheriffs Association. The new wage rates for select classifications in IFPTE, Local 21 were effective August 24, 1996; the new wage rates for classifications represented by the Deputy Sheriffs Association are effective October 1, 1996.

Please refer to Section III of the Compensation Manual. Remove pages 3 through 12 and replace them with the attached updated wage schedules. Three (3) complimentary copies have been forwarded to each department. Additional copies of the salary updates may be purchased for \$1.50 each by visiting the Support Services Division, 44 Gough Street, 1st Floor Reception Counter, or contacting a representative of the division at 557-4800.

We will transmit future updates to the Compensation Manual before the effective dates of the next wage increase.

Thank you in advance for your cooperation.

City and County of San Francisco - Department of Human Resources
Rates of Pay for October 1, 1996
Detail by Employee Organization and Class

DA Investigators

Bargaining Unit : 15

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
8149	ASSISTANT CHIEF DISTRICT ATTORNEY'S INVESTIGATOR	Z	63.50	2,023.00	B	2,459.00	

Deputy Sheriffs

Bargaining Unit : 12

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
8302	DEPUTY SHERIFF I		0.00	1,239.00	B	1,239.00	
8304	DEPUTY SHERIFF	L	57.10	1,484.00	B	1,800.00	
8306	SENIOR DEPUTY SHERIFF	L	59.20	1,642.00	B	1,994.00	
8308	SHERIFF'S SERGEANT	L	61.20	1,809.00	B	2,199.00	
8310	SHERIFF'S LIEUTENANT		64.00	2,074.00	B	2,521.00	
8312	SHERIFF'S CAPTAIN	Z	66.80	2,377.00	B	2,890.00	
8314	CHIEF DEPUTY SHERIFF	Z	68.80	2,621.00	B	3,187.00	

Electricians L 6

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
6248	ELECTRICAL INSPECTOR		63.80	2,053.00	B	2,496.00	N
6249	SENIOR ELECTRICAL INSPECTOR		65.80	2,264.00	B	2,752.00	
6250	CHIEF ELECTRICAL INSPECTOR	Z	67.80	2,496.00	B	3,035.00	
6252	LINE INSPECTOR		63.80	2,053.00	B	2,496.00	N
7214	ELECTRICAL TRANSIT EQUIPMENT SUPERVISOR		67.70	2,483.00	B	3,018.00	
7216	ELECTRICAL TRANSIT SHOP SUPERVISOR I		65.70	2,252.00	B	2,737.00	
7229	TRANSMISSION LINE SUPERVISOR I		63.10	1,985.00	B	2,412.00	
7235	TRANSIT POWER LINE SUPERVISOR I		63.10	1,985.00	B	2,412.00	
7238	ELECTRICIAN SUPERVISOR I		63.10	1,985.00	B	2,412.00	
7244	POWER PLANT SUPERVISOR I		58.70	1,603.00	B	1,946.00	
7253	ELECTRICAL TRANSIT MECHANIC SUPERVISOR I		63.70	2,043.00	B	2,483.00	
7255	POWER HOUSE ELECTRICIAN SUPERVISOR I		63.10	1,985.00	B	2,412.00	
7256	ELECTRIC MOTOR REPAIR SUPERVISOR I		63.70	2,043.00	B	2,483.00	
7257	COMMUNICATION LINE SUPERVISOR I		63.10	1,985.00	B	2,412.00	
7273	COMMUNICATIONS LINE WORKER SUPERVISOR II		65.30	2,209.00	B	2,685.00	
7274	TRANSIT POWER LINE WORKER SUPERVISOR II		65.30	2,209.00	B	2,685.00	
7275	CABLE SPLICER SUPERVISOR I		65.30	2,209.00	B	2,685.00	
7276	ELECTRICIAN SUPERVISOR II		65.30	2,209.00	B	2,685.00	
7279	POWERHOUSE ELECTRICIAN SUPERVISOR II		65.30	2,209.00	B	2,685.00	
7285	TRANSMISSION LINE WORKER SUPERVISOR II		65.30	2,209.00	B	2,685.00	
7287	SUPERVISING ELECTRONIC MAINTENANCE TECHNICIAN		66.70	2,365.00	B	2,874.00	
7308	CABLE SPLICER		63.10	1,985.00	B	2,412.00	N
7318	ELECTRONIC MAINTENANCE TECHNICIAN		63.70	2,043.00	B	2,483.00	N

City and County of San Francisco - Department of Human Resources
Rates of Pay for July 1, 1996
Detail by Employee Organization and Class

Electricians L 6

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7319	ELECTRIC MOTOR REPAIRER		57.40	1,506.00	B	1,827.00	N
7329	ELECTRONIC MAINTENANCE TECHNICIAN ASSISTANT SUPERVISOR		65.30	2,209.00	B	2,685.00	J
7338	ELECTRICAL LINE WORKER		60.60	1,756.00	B	2,135.00	N
7345	ELECTRICIAN		60.60	1,756.00	B	2,135.00	N
7363	POWER HOUSE ELECTRICIAN		60.60	1,756.00	B	2,135.00	
7364	POWER HOUSE OPERATOR		54.90	1,336.00	B	1,618.00	
7365	SENIOR POWER HOUSE OPERATOR		57.40	1,506.00	B	1,827.00	
7379	ELECTRICAL TRANSIT MECHANIC		57.40	1,506.00	B	1,827.00	N
7380	ELECTRICAL TRANSIT MECHANIC, ASSISTANT SUPERVISOR		61.70	1,853.00	B	2,252.00	
7390	WELDER		57.90	1,543.00	B	1,871.00	
7408	ASSISTANT POWER HOUSE OPERATOR		50.20	1,067.00	B	1,291.00	
7409	ELECTRICAL TRANSIT SERVICE WORKER		54.40	1,304.00	B	1,580.00	
7430	ASSISTANT ELECTRONIC MAINTENANCE TECHNICIAN		60.70	1,765.00	B	2,145.00	
7432	ELECTRICAL LINE HELPER		57.60	1,520.00	B	1,844.00	
7482	POWER GENERATION TECHNICIAN II		58.90	1,618.00	B	1,965.00	
7484	SENIOR POWER GENERATION TECHNICIAN		60.30	1,731.00	B	2,104.00	
7488	POWER GENERATION SUPERVISOR	Z	63.70	2,043.00	B	2,483.00	
7510	LIGHTING FIXTURE MAINTENANCE WORKER		48.40	979.00	B	1,185.00	
9240	AIRPORT ELECTRICIAN		62.60	1,936.00	B	2,354.00	N
9241	AIRPORT ELECTRICIAN SUPERVISOR		63.60	2,033.00	B	2,472.00	
9242	HEAD AIRPORT ELECTRICIAN		65.30	2,209.00	B	2,685.00	
9358	CRANE MECHANIC SUPERVISOR		64.60	2,135.00	B	2,596.00	N

Firefighters L798

Bargaining Unit : F-1

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
H 2	FIREFIGHTER		0.00	1,419.00	B	1,989.00	
H 4	INSPECTOR, BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY		0.00	2,382.00	B	2,382.00	
H 6	INVESTIGATOR, BUREAU OF FIRE INVESTIGATION		0.00	2,382.00	B	2,382.00	
H 10	CHIEF'S OPERATOR, (FIRE DEPARTMENT)		0.00	2,165.00	B	2,165.00	
H 16	TECHNICAL TRAINING SPECIALIST, FIRE DEPARTMENT		0.00	2,307.00	B	2,307.00	
H 18	COORDINATOR OF COMMUNITY SERVICE		0.00	2,307.00	B	2,307.00	
H 19	OPERATIONS-TRAINING SUPERVISOR, AIRPORT		0.00	2,307.00	B	2,307.00	
H 20	LIEUTENANT, (FIRE DEPARTMENT)		0.00	2,308.00	B	2,308.00	
H 22	LIEUTENANT, BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY		0.00	2,607.00	B	2,607.00	
H 24	LIEUTENANT, BUREAU OF FIRE INVESTIGATION		0.00	2,607.00	B	2,607.00	
H 28	LIEUTENANT, DIVISION OF TRAINING		0.00	2,636.00	B	2,636.00	
H 29	SPECIAL SERVICES OFFICER		0.00	2,636.00	B	2,636.00	

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Firefighters L798

Bargaining Unit : F-1

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
H 30	CAPTAIN, (FIRE DEPARTMENT)		0.00	2,637.00	B	2,637.00	
H 32	CAPTAIN, BUREAU OF FIRE PREVENTION AND PUBLIC SAFETY		0.00	2,978.00	B	2,978.00	
H 39	CAPTAIN, DIVISION OF TRAINING		0.00	3,165.00	B	3,165.00	

Bargaining Unit : F-2

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
H 40	BATTALION CHIEF, (FIRE DEPARTMENT)		0.00	3,166.00	B	3,166.00	
H 50	ASSISTANT CHIEF OF DEPARTMENT, (FIRE DEPARTMENT)		0.00	3,659.00	B	3,659.00	
H110	MARINE ENGINEER OF FIRE BOATS		0.00	2,637.00	B	2,637.00	
H120	PILOT OF FIRE BOATS		0.00	2,637.00	B	2,637.00	

Glaziers L 718

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7233	GLAZIER SUPERVISOR I		61.40	1,827.00	B	2,221.00	
7326	GLAZIER		59.40	1,658.00	B	2,014.00	

Hodcarriers L 36

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7428	HODCARRIER		56.80	1,463.00	B	1,773.00	N

IATSE, L 16

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7377	STAGE ELECTRICIAN		60.60	1,756.00	B	2,135.00	N

IFPTE, L 21

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7457	TRAFFIC AND STREET SIGN MAINTENANCE WORKER		53.50	1,249.00	B	1,513.00	

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JFPTE, L 21

Bargaining Unit : 08

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1232	TRAINING OFFICER	Z	59.20	1,642.00	B	1,994.00	
1312	PUBLIC INFORMATION OFFICER		56.50	1,443.00	B	1,748.00	
1314	PUBLIC RELATIONS OFFICER	Z	60.10	1,714.00	B	2,084.00	
1650	ACCOUNTANT		54.00	1,279.00	B	1,550.00	
1652	SENIOR ACCOUNTANT	Z	56.60	1,450.00	B	1,756.00	
1655	SYSTEMS ACCOUNTANT	Z	61.60	1,844.00	B	2,242.00	
1657	SENIOR SYSTEMS ACCOUNTANT	Z	63.10	1,985.00	B	2,412.00	
1684	ASSOCIATE AUDITOR	Z	61.60	1,844.00	B	2,242.00	
1734	COMPUTER OPERATOR I		48.10	966.00	B	1,169.00	
1736	COMPUTER OPERATOR II		50.40	1,078.00	B	1,304.00	
1737	SENIOR COMPUTER OPERATOR		53.40	1,243.00	B	1,506.00	
1804	STATISTICIAN	Z	57.10	1,484.00	B	1,800.00	
1805	ASSOCIATE PERFORMANCE AUDITOR	Z	61.60	1,844.00	B	2,242.00	
1806	SENIOR STATISTICIAN	Z	60.60	1,756.00	B	2,135.00	
1807	MANAGEMENT INFORMATION SYSTEMS TECHNICIAN II		48.10	966.00	B	1,169.00	
1808	MANAGEMENT INFORMATION SYSTEM TECHNICIAN I		46.00	874.00	B	1,057.00	
1811	MANAGEMENT INFORMATION SYSTEMS SPECIALIST I		54.80	1,329.00	B	1,611.00	
1818	MANAGEMENT INFORMATION SYSTEMS SPECIALIST II	Z	58.80	1,611.00	B	1,955.00	
1823	SENIOR ADMINISTRATIVE ANALYST	Z	62.10	1,890.00	B	2,297.00	
1861	SYSTEMS AND PROCEDURES ANALYST SPECIAL PROJECT	Z	60.30	1,731.00	B	2,104.00	
1862	SYSTEMS AND PROCEDURES ANALYST	Z	60.30	1,731.00	B	2,104.00	
1868	TELEPROCESSING TECHNICIAN		56.90	1,470.00	B	1,782.00	
1870	PROGRAMMER ANALYST TRAINEE		55.60	1,381.00	B	1,674.00	
1871	ASSISTANT SYSTEMS PROGRAMMER		62.70	1,946.00	B	2,365.00	
1872	PROGRAMMER ANALYST	Z	57.20	1,491.00	B	1,809.00	
1873	SYSTEMS PROGRAMMER	Z	64.80	2,156.00	B	2,621.00	
1874	SENIOR PROGRAMMER ANALYST	Z	61.20	1,809.00	B	2,199.00	
1875	SENIOR SYSTEMS PROGRAMMER	Z	66.90	2,388.00	B	2,902.00	
1944	MATERIALS COORDINATOR		65.30	2,209.00	B	2,685.00	
1950	ASSISTANT PURCHASER		52.80	1,208.00	B	1,463.00	
1952	PURCHASER	Z	57.40	1,506.00	B	1,827.00	
1956	SENIOR PURCHASER	Z	61.40	1,827.00	B	2,221.00	
2119	HEALTH CARE ANALYST	Z	59.80	1,690.00	B	2,053.00	
2403	FORENSIC LABORATORY TECHNICIAN		50.00	1,057.00	B	1,279.00	
2456	ASSISTANT FORENSIC TOXICOLOGIST I	Z	61.60	1,844.00	B	2,242.00	
2457	ASSISTANT FORENSIC TOXICOLOGIST II	Z	64.10	2,084.00	B	2,533.00	
2458	FORENSIC TOXICOLOGIST	Z	69.90	2,764.00	B	3,359.00	
2471	WATER QUALITY CHEMIST	Z	60.00	1,706.00	B	2,074.00	
2472	SENIOR WATER CHEMIST	Z	64.20	2,094.00	B	2,545.00	
2473	MARINE BIOLOGIST	Z	60.00	1,706.00	B	2,074.00	
2474	SENIOR MARINE BIOLOGIST	Z	64.50	2,124.00	B	2,582.00	

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IFPTE, L 21

Bargaining Unit : 08

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
2478	SENIOR SEWAGE TREATMENT CHEMIST	Z	64.50	2,124.00	B	2,582.00	
2486	PUBLIC HEALTH ASSISTANT TOXICOLOGIST II	Z	60.30	1,731.00	B	2,104.00	
2488	PUBLIC HEALTH ASSISTANT TOXICOLOGIST III	Z	62.80	1,955.00	B	2,377.00	
2538	AUDIOMETRIST		61.80	1,862.00	B	2,264.00	
2540	AUDIOLOGIST	Z	63.40	2,014.00	B	2,449.00	
2542	SPEECH PATHOLOGIST	Z	63.30	2,004.00	B	2,435.00	
2548	OCCUPATIONAL THERAPIST	Z	61.30	1,818.00	B	2,209.00	
2555	PHYSICAL THERAPIST ASSISTANT		56.90	1,470.00	B	1,782.00	
2556	PHYSICAL THERAPIST	Z	61.30	1,818.00	B	2,209.00	I
2566	REHABILITATION COUNSELOR		56.80	1,463.00	B	1,773.00	
2594	EMPLOYEE ASSISTANCE COUNSELOR	Z	54.80	1,329.00	B	1,611.00	
2595	SENIOR EMPLOYEE ASSISTANCE COUNSELOR	Z	57.80	1,535.00	B	1,862.00	
2802	EPIDEMIOLOGIST I	Z	57.60	1,520.00	B	1,844.00	
2803	EPIDEMIOLOGIST II	Z	62.60	1,936.00	B	2,354.00	
2819	ASSISTANT HEALTH EDUCATOR		57.70	1,528.00	B	1,853.00	
2822	HEALTH EDUCATOR	Z	60.70	1,765.00	B	2,145.00	
2823	MENTAL HEALTH EDUCATOR	Z	60.70	1,765.00	B	2,145.00	
2846	NUTRITIONIST	Z	60.70	1,765.00	B	2,145.00	
2992	CONTRACT COMPLIANCE OFFICER I	Z	61.70	1,853.00	B	2,252.00	
3374	VOLUNTEER COORDINATOR, ANIMAL CARE AND CONTROL	Z	56.50	1,443.00	B	1,748.00	
4140	REAL PROPERTY OFFICER	Z	61.70	1,853.00	B	2,252.00	
4160	REAL PROPERTY LOAN OFFICER	Z	61.70	1,853.00	B	2,252.00	
4220	PERSONAL PROPERTY AUDITOR	Z	57.60	1,520.00	B	1,844.00	
4230	ESTATE INVESTIGATOR		56.30	1,429.00	B	1,731.00	
4260	REAL PROPERTY APPRAISER TRAINEE		53.10	1,226.00	B	1,484.00	
4261	REAL PROPERTY APPRAISER	Z	57.60	1,520.00	B	1,844.00	
4265	SENIOR REAL PROPERTY APPRAISER	Z	61.60	1,844.00	B	2,242.00	
5120	ARCHITECTURAL ADMINISTRATOR	Z	64.40	2,115.00	B	2,571.00	
5177	SAFETY OFFICER	Z	67.40	2,449.00	B	2,977.00	
5202	JUNIOR CIVIL ENGINEER		57.00	1,477.00	B	1,791.00	
5204	ASSISTANT CIVIL ENGINEER	Z	59.40	1,658.00	B	2,014.00	
5215	FIRE PROTECTION ENGINEER	Z	67.60	2,472.00	B	3,005.00	
5220	JUNIOR WATER PURIFICATION ENGINEER		57.00	1,477.00	B	1,791.00	
5222	ASSISTANT WATER PURIFICATION ENGINEER	Z	59.40	1,658.00	B	2,014.00	
5227	JUNIOR TRANSPORTATION ENGINEER		57.30	1,499.00	B	1,818.00	
5228	ASSISTANT TRANSPORTATION ENGINEER	Z	59.40	1,658.00	B	2,014.00	
5234	JUNIOR ELECTRICAL ENGINEER		57.00	1,477.00	B	1,791.00	
5236	ASSISTANT ELECTRICAL ENGINEER	Z	59.40	1,658.00	B	2,014.00	
5250	JUNIOR MECHANICAL ENGINEER		57.20	1,491.00	B	1,809.00	
5252	ASSISTANT MECHANICAL ENGINEER	Z	59.40	1,658.00	B	2,014.00	
5260	ARCHITECTURAL ASSISTANT I		55.60	1,381.00	B	1,674.00	
5261	ARCHITECTURAL ASSISTANT II		57.60	1,520.00	B	1,844.00	
5262	JUNIOR LANDSCAPE ARCHITECT		57.00	1,477.00	B	1,791.00	
5265	ARCHITECTURAL ASSOCIATE I		59.80	1,690.00	B	2,053.00	

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IFPTE, L 21

Bargaining Unit : 08

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
5266	ARCHITECTURAL ASSOCIATE II		62.90	1,965.00	B	2,388.00	
5272	ASSISTANT LANDSCAPE ARCHITECT		59.40	1,658.00	B	2,014.00	
5276	CITY PLANNING INTERN		50.80	1,099.00	B	1,329.00	
5277	PLANNER I	Z	53.70	1,261.00	B	1,528.00	
5278	PLANNER II	Z	57.70	1,528.00	B	1,853.00	
5288	TRANSIT PLANNER II	Z	57.70	1,528.00	B	1,853.00	
5320	ILLUSTRATOR AND ART DESIGNER	Z	58.20	1,565.00	B	1,899.00	
5620	REGULATORY SPECIALIST	Z	61.20	1,809.00	B	2,199.00	
5631	WATER & POWER ANALYST II	Z	60.70	1,765.00	B	2,145.00	
6130	SAFETY ANALYST	Z	65.40	2,221.00	B	2,700.00	
6137	ASSISTANT INDUSTRIAL HYGIENIST	Z	59.60	1,674.00	B	2,033.00	
6138	INDUSTRIAL HYGIENIST	Z	65.40	2,221.00	B	2,700.00	
6270	HOUSING INSPECTOR		64.20	2,094.00	B	2,545.00	
6281	FIRE SAFETY INSPECTOR II		62.80	1,955.00	B	2,377.00	
6335	DISABILITY ACCESS COORDINATOR	Z	68.20	2,545.00	B	3,093.00	
8173	LEGAL ASSISTANT		58.20	1,565.00	B	1,899.00	
8260	CRIMINALIST	Z	61.40	1,827.00	B	2,221.00	
8264	FORENSIC DOCUMENT EXAMINER	Z	61.40	1,827.00	B	2,221.00	
9206	AIRPORT PROPERTY SPECIALIST I	Z	61.70	1,853.00	B	2,252.00	
9376	MARKET RESEARCH SPECIALISTS, PORT	Z	61.10	1,800.00	B	2,188.00	
9377	FEASIBILITY ANALYST, PORT	Z	61.90	1,871.00	B	2,274.00	
9389	PORT TRAFFIC ANALYST	Z	59.00	1,626.00	B	1,975.00	
9393	CARGO SALES AND MARKETING REPRESENTATIVE	Z	65.20	2,199.00	B	2,672.00	
9395	ASSISTANT RENTAL MANAGER, PORT	Z	61.70	1,853.00	B	2,252.00	

Bargaining Unit : 10

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
5301	SUPERVISOR, TRAFFIC PAINTING PROGRAM		62.50	1,927.00	B	2,342.00	
5302	TRAFFIC SURVEY TECHNICIAN		55.00	1,342.00	B	1,626.00	
5303	SUPERVISOR, TRAFFIC AND STREET SIGNS		61.30	1,818.00	B	2,209.00	
5304	MATERIALS TESTING AIDE		54.50	1,310.00	B	1,588.00	
5305	MATERIALS TESTING TECHNICIAN		55.90	1,401.00	B	1,698.00	
5310	SURVEYOR'S FIELD ASSISTANT		56.20	1,421.00	B	1,723.00	
5312	SURVEYOR		58.60	1,596.00	B	1,936.00	
5314	SURVEY PARTY CHIEF		61.50	1,835.00	B	2,230.00	
5328	CITY PLANNING GRAPHICS AIDE		57.20	1,491.00	B	1,809.00	
5330	CITY PLANNING GRAPHICS SUPERVISOR		59.20	1,642.00	B	1,994.00	
5342	MECHANICAL ENGINEERING ASSISTANT I		50.80	1,099.00	B	1,329.00	
5344	MECHANICAL ENGINEERING ASSISTANT II		55.50	1,375.00	B	1,666.00	
5346	MECHANICAL ENGINEERING ASSOCIATE I		57.20	1,491.00	B	1,809.00	
5350	ELECTRICAL ENGINEERING ASSISTANT I		50.80	1,099.00	B	1,329.00	
5352	ELECTRICAL ENGINEERING ASSISTANT II		55.50	1,375.00	B	1,666.00	
5354	ELECTRICAL ENGINEERING ASSOCIATE I		57.20	1,491.00	B	1,809.00	

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Bargaining Unit : 10

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
5360	CIVIL ENGINEERING ASSISTANT I	Z	50.80	1,099.00	B	1,329.00	
5362	CIVIL ENGINEERING ASSISTANT II		55.50	1,375.00	B	1,666.00	
5364	CIVIL ENGINEERING ASSOCIATE I		57.20	1,491.00	B	1,809.00	
5366	ENGINEERING ASSOCIATE II		60.20	1,723.00	B	2,094.00	
5380	STUDENT ENGINEERING TRAINEE I		0.00	1,195.00	B	1,195.00	
5381	STUDENT ENGINEERING TRAINEE II		0.00	1,280.00	B	1,280.00	
5382	STUDENT ENGINEERING TRAINEE III		0.00	1,343.00	B	1,343.00	
5604	ASSISTANT ENERGY SPECIALIST		54.30	1,298.00	B	1,573.00	
5606	ENERGY SPECIALIST		58.80	1,611.00	B	1,955.00	
6106	SANITARY ENGINEERING TECHNICIAN		57.50	1,513.00	B	1,835.00	
6115	WASTEWATER CONTROL INSPECTOR		60.80	1,773.00	B	2,156.00	
6116	SUPERVISING WASTEWATER CONTROL INSPECTOR		64.70	2,145.00	B	2,607.00	
6216	SEWER SAFETY INSPECTOR		53.80	1,267.00	B	1,535.00	
6230	STREET INSPECTOR		57.30	1,499.00	B	1,818.00	
6231	SENIOR STREET INSPECTOR		60.30	1,731.00	B	2,104.00	
6232	STREET INSPECTION SUPERVISOR		63.30	2,004.00	B	2,435.00	
6262	PLAN CHECKER - ARCHITECTURAL		61.60	1,844.00	B	2,242.00	
6266	SENIOR PLAN CHECKER		65.80	2,264.00	B	2,752.00	
6318	CONSTRUCTION INSPECTOR		62.50	1,927.00	B	2,342.00	
7132	TELECOMMUNICATION SUPERVISOR		67.10	2,412.00	B	2,933.00	
7336	ELECTRONIC INSTRUMENTATION TECHNICIAN, WATER POLLUTION CONTROL		64.10	2,084.00	B	2,533.00	
7366	ELECTRONIC CONTROL SYSTEMS TECHNICIAN		64.10	2,084.00	B	2,533.00	

Bargaining Unit : 11

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1654	PRINCIPAL ACCOUNTANT	Z	60.60	1,756.00	B	2,135.00	
1656	HEAD ACCOUNTANT	Z	62.10	1,890.00	B	2,297.00	
1659	CHIEF SYSTEMS ACCOUNTANT	Z	67.10	2,412.00	B	2,933.00	
1671	FINANCIAL SYSTEMS OPERATIONS SUPERVISOR	Z	67.10	2,412.00	B	2,933.00	
1686	SUPERVISING AUDITOR	Z	63.10	1,985.00	B	2,412.00	
1738	COMPUTER OPERATIONS SHIFT SUPERVISOR		56.90	1,470.00	B	1,782.00	
1739	COMPUTER OPERATIONS SUPERVISOR II	Z	62.00	1,881.00	B	2,287.00	
1741	COMPUTER OPERATIONS SUPERVISOR I	Z	57.40	1,506.00	B	1,827.00	
1819	MANAGEMENT INFORMATION SYSTEMS SPECIALIST III	Z	62.80	1,955.00	B	2,377.00	
1824	PRINCIPAL ADMINISTRATIVE ANALYST	Z	65.30	2,209.00	B	2,685.00	
1827	ADMINISTRATIVE SERVICES MANAGER	Z	62.10	1,890.00	B	2,297.00	
1860	COMPUTER OPERATIONS SUPPORT SUPERVISOR	Z	62.00	1,881.00	B	2,287.00	
1863	SENIOR SYSTEMS AND PROCEDURES ANALYST, SPECIAL PROJECT	Z	63.30	2,004.00	B	2,435.00	
1864	SENIOR SYSTEMS AND PROCEDURES ANALYST	Z	63.30	2,004.00	B	2,435.00	
1865	SYSTEMS AND PROCEDURES SUPERVISOR, SPECIAL PROJECT	Z	66.30	2,319.00	B	2,819.00	

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Bargaining Unit : 11

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1866	SYSTEMS AND PROCEDURES SUPERVISOR	Z	66.30	2,319.00	B	2,819.00	
1876	DATA PROCESSING PROGRAMMING AND SYSTEMS SUPERVISOR	Z	64.30	2,104.00	B	2,557.00	
1877	SUPERVISING SYSTEMS PROGRAMMER	Z	69.00	2,647.00	B	3,217.00	
1958	SUPERVISING PURCHASER	Z	65.40	2,221.00	B	2,700.00	
2480	SUPERVISOR OF LABORATORIES, WATER QUALITY CONTOROL	Z	67.70	2,483.00	B	3,018.00	
2550	SENIOR OCCUPATIONAL THERAPIST	Z	63.80	2,053.00	B	2,496.00	
2558	SENIOR PHYSICAL THERAPIST	Z	63.80	2,053.00	B	2,496.00	
2589	HEALTH PROGRAM COORDINATOR I	Z	57.50	1,513.00	B	1,835.00	
2591	HEALTH PROGRAM COORDINATOR II	Z	60.20	1,723.00	B	2,094.00	
2593	HEALTH PROGRAM COORDINATOR III	Z	62.50	1,927.00	B	2,342.00	
2825	SENIOR HEALTH EDUCATOR	Z	62.20	1,899.00	B	2,309.00	
2924	MEDICAL SOCIAL WORK SUPERVISOR	Z	62.50	1,927.00	B	2,342.00	O
2982	RENT BOARD SUPERVISOR	Z	58.80	1,611.00	B	1,955.00	
4142	SENIOR REAL PROPERTY OFFICER	Z	64.70	2,145.00	B	2,607.00	
4143	PRINCIPAL REAL PROPERTY OFFICER	Z	67.70	2,483.00	B	3,018.00	
4222	SENIOR PERSONAL PROPERTY AUDITOR	Z	61.60	1,844.00	B	2,242.00	
4224	PRINCIPAL PERSONAL PROPERTY AUDITOR	Z	63.10	1,985.00	B	2,412.00	
4267	PRINCIPAL REAL PROPERTY APPRAISER	Z	63.10	1,985.00	B	2,412.00	
4268	ASSISTANT CHIEF REAL PROPERTY APPRAISER	Z	64.70	2,145.00	B	2,607.00	
5130	SEWAGE TREATMENT PLANT SUPERINTENDENT	Z	67.90	2,507.00	B	3,047.00	
5174	ADMINISTRATIVE ENGINEER	Z	67.40	2,449.00	B	2,977.00	
5205	ASSOCIATE MATERIALS ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5206	ASSOCIATE CIVIL ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5208	CIVIL ENGINEER	Z	65.90	2,274.00	B	2,764.00	
5209	INDUSTRIAL ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5210	SENIOR CIVIL ENGINEER	Z	68.90	2,632.00	B	3,199.00	
5214	BUILDING PLANS ENGINEER	Z	67.90	2,507.00	B	3,047.00	
5216	CHIEF SURVEYOR	Z	65.80	2,264.00	B	2,752.00	
5217	BUILDING CODE ANALYST	Z	67.00	2,401.00	B	2,918.00	
5218	STRUCTURAL ENGINEER	Z	67.90	2,507.00	B	3,047.00	
5219	SENIOR STRUCTURAL ENGINEER	Z	70.90	2,902.00	B	3,527.00	
5224	ASSOCIATE WATER PURIFICATION ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5229	ASSOCIATE TRAFFIC ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5230	TRAFFIC ENGINEER	Z	65.90	2,274.00	B	2,764.00	
5232	SENIOR TRAFFIC ENGINEER	Z	68.90	2,632.00	B	3,199.00	
5238	ASSOCIATE ELECTRICAL ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5240	ELECTRICAL ENGINEER	Z	65.90	2,274.00	B	2,764.00	
5242	SENIOR ELECTRICAL ENGINEER	Z	68.90	2,632.00	B	3,199.00	
5247	ASSOCIATE SANITARY ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5248	SANITARY ENGINEER	Z	65.90	2,274.00	B	2,764.00	
5249	SENIOR SANITARY ENGINEER	Z	68.90	2,632.00	B	3,199.00	
5254	ASSOCIATE MECHANICAL ENGINEER	Z	62.90	1,965.00	B	2,388.00	
5256	MECHANICAL ENGINEER	Z	65.90	2,274.00	B	2,764.00	

City and County of San Francisco - Department of Human Resources
Rates of Pay for August 24, 1996
Detail by Employee Organization and Class

IFPTE, L 21

Bargaining Unit : 11

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
5258	SENIOR MECHANICAL ENGINEER	Z	68.90	2,632.00	B	3,199.00	
5263	PLANNER V	Z	68.20	2,545.00	B	3,093.00	
5268	ARCHITECT	Z	65.90	2,274.00	B	2,764.00	
5270	SENIOR ARCHITECT	Z	68.90	2,632.00	B	3,199.00	
5273	PRINCIPAL ARCHITECT	Z	71.90	3,047.00	B	3,703.00	
5274	LANDSCAPE ARCHITECT	Z	63.60	2,033.00	B	2,472.00	
5275	SENIOR LANDSCAPE ARCHITECT	Z	66.70	2,365.00	B	2,874.00	
5280	PLANNER III	Z	61.20	1,809.00	B	2,199.00	
5281	PLANNER III - ADMINISTRATIVE	Z	61.20	1,809.00	B	2,199.00	
5282	PLANNER IV	Z	64.70	2,145.00	B	2,607.00	
5289	TRANSIT PLANNER III	Z	61.20	1,809.00	B	2,199.00	
5290	TRANSIT PLANNER IV	Z	64.70	2,145.00	B	2,607.00	
5292	PLANNER III (ZONING)	Z	61.20	1,809.00	B	2,199.00	
5293	PLANNER III - TRANSPORTATION	Z	61.20	1,809.00	B	2,199.00	
5294	PLANNER IV (ZONING)	Z	64.70	2,145.00	B	2,607.00	
5296	PLANNER IV, URBAN SYSTEMS ANALYST	Z	64.70	2,145.00	B	2,607.00	
5297	PLANNER V (ZONING)	Z	68.20	2,545.00	B	3,093.00	
5298	PLANNER III-ENVIRONMENTAL REVIEW	Z	61.20	1,809.00	B	2,199.00	
5299	PLANNER IV-ENVIRONMENTAL REVIEW	Z	64.70	2,145.00	B	2,607.00	
5608	SENIOR ENERGY SPECIALIST	Z	61.80	1,862.00	B	2,264.00	
5633	WATER & POWER SPECIALIST	Z	66.10	2,297.00	B	2,793.00	
6272	SENIOR HOUSING INSPECTOR		66.20	2,309.00	B	2,806.00	
6274	CHIEF HOUSING INSPECTOR	Z	68.20	2,545.00	B	3,093.00	
8240	POLICE COMMUNICATIONS SHIFT SUPERVISOR		60.70	1,765.00	B	2,145.00	
8262	SENIOR CRIMINALIST	Z	66.40	2,332.00	B	2,835.00	
9195	LIGHT RAIL VEHICLE EQUIPMENT ENGINEER		65.90	2,274.00	B	2,764.00	
9196	SENIOR LIGHT RAIL VEHICLE EQUIPMENT ENGINEER	Z	68.90	2,632.00	B	3,199.00	
9197	SIGNAL AND SYSTEMS ENGINEER		0.00	3,191.00	B	3,191.00	
9207	AIRPORT PROPERTY SPECIALIST II	Z	64.70	2,145.00	B	2,607.00	
9255	AIRPORT ECONOMIC PLANNER	Z	66.50	2,342.00	B	2,847.00	

Bargaining Unit : SFAPP

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1203	PERSONNEL TECHNICIAN		54.00	1,279.00	B	1,550.00	
1231	ASSOCIATE AFFIRMATIVE ACTION COORDINATOR	Z	64.00	2,074.00	B	2,521.00	
1233	AFFIRMATIVE ACTION SPECIALIST	Z	58.20	1,565.00	B	1,899.00	
1240	ASSISTANT PERSONNEL ANALYST		54.50	1,310.00	B	1,588.00	
1242	PERSONNEL ANALYST	Z	58.20	1,565.00	B	1,899.00	
1244	SENIOR PERSONNEL ANALYST	Z	62.20	1,899.00	B	2,309.00	
1246	PRINCIPAL PERSONNEL ANALYST	Z	65.70	2,252.00	B	2,737.00	
1452	EXECUTIVE SECRETARY II		57.20	1,491.00	B	1,809.00	
1453	PRINCIPAL STENOGRAPHER, MAYOR'S OFFICE		54.30	1,298.00	B	1,573.00	

City and County of San Francisco - Department of Human Resources
Rates of Pay for August 24, 1996
Detail by Employee Organization and Class

IFPTE, L 21

Bargaining Unit : SFAPP

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1454	EXECUTIVE SECRETARY III		59.30	1,650.00	B	2,004.00	
1461	LEGAL SECRETARY III		59.30	1,650.00	B	2,004.00	
1492	ASSISTANT CLERK, BOARD OF SUPERVISORS		62.20	1,899.00	B	2,309.00	
1506	CONFIDENTIAL SECRETARY TO SHERIFF	Z	59.30	1,650.00	B	2,004.00	
1512	CONFIDENTIAL SECRETARY AND EXECUTIVE ASSISTANT TO PUBLIC DEFENDER	Z	60.80	1,773.00	B	2,156.00	
1520	CONFIDENTIAL SECRETARY TO DISTRICT ATTORNEY		60.80	1,773.00	B	2,156.00	
1522	CONFIDENTIAL SECRETARY TO CITY ATTORNEY	Z	60.80	1,773.00	B	2,156.00	
1530	ADMINISTRATIVE SECRETARY TO THE MAYOR		0.00	2,197.00	B	2,197.00	
1544	SECRETARY, LIBRARY COMMISSION	Z	61.30	1,818.00	B	2,209.00	
1546	SECRETARY, COMMISSION ON THE AGING		55.10	1,349.00	B	1,634.00	
1548	SECRETARY, SOCIAL SERVICES COMMISSION		61.10	1,800.00	B	2,188.00	
1551	SECRETARY, HEALTH COMMISSION	Z	65.70	2,252.00	B	2,737.00	
1555	SECRETARY, BUILDING INSPECTION COMMISSION	Z	61.40	1,827.00	B	2,221.00	
1574	EXECUTIVE SECRETARY TO THE CONTROLLER	Z	59.30	1,650.00	B	2,004.00	
1835	LEGISLATIVE ASSISTANT	Z	59.10	1,634.00	B	1,985.00	
1838	ADMINISTRATIVE ASST TO THE EXEC DIRECTOR, HEALTH SERVICE SYSTEM	Z	64.10	2,084.00	B	2,533.00	
3566	EXECUTIVE SECRETARY, MUSEUMS	Z	60.50	1,748.00	B	2,124.00	
8116	LEGISLATIVE CALENDAR CLERK		54.00	1,279.00	B	1,550.00	
8118	LEGISLATION CLERK		57.80	1,535.00	B	1,862.00	
8130	ADMINISTRATIVE ASSISTANT, DISTRICT ATTORNEY'S OFFICE	Z	60.80	1,773.00	B	2,156.00	
8151	CLAIMS INVESTIGATOR, CITY ATTORNEY'S OFFICE		62.90	1,965.00	B	2,388.00	
8152	SENIOR CLAIMS INVESTIGATOR, CITY ATTORNEY'S OFFICE		64.90	2,166.00	B	2,632.00	
8169	LEGISLATIVE ASSISTANT, CITY ATTORNEY'S OFFICE	Z	57.20	1,491.00	B	1,809.00	
9276	SECRETARY, AIRPORTS COMMISSION	Z	61.50	1,835.00	B	2,230.00	

Ironworkers L377

Bargaining Unit : 01

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
7395	ORNAMENTAL IRON WORKER		58.50	1,588.00	B	1,927.00	N
9342	ORNAMENTAL IRON WORKER SUPERVISOR I		60.40	1,740.00	B	2,115.00	
9346	FUSION WELDER		62.00	1,881.00	B	2,287.00	

LOCAL 61

Bargaining Unit : 13

Class	Title	OT Sym	SchedNo	Low Rate	PayType	High Rate	Notes
1400	STUDENT AIDE, NYC		0.00	0.00	C	0.00	A

ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

October 10, 1996

TO: All Appointing Officers
Personnel Officers
Rehabilitation Coordinators

FROM: Evelyn Hogan-Jackson, Manager
DHR EEO Program

RE: **DISABILITY TRANSFER PROGRAM**
Program Suspension

DOCUMENTS DEPT.

OCT 11 1996

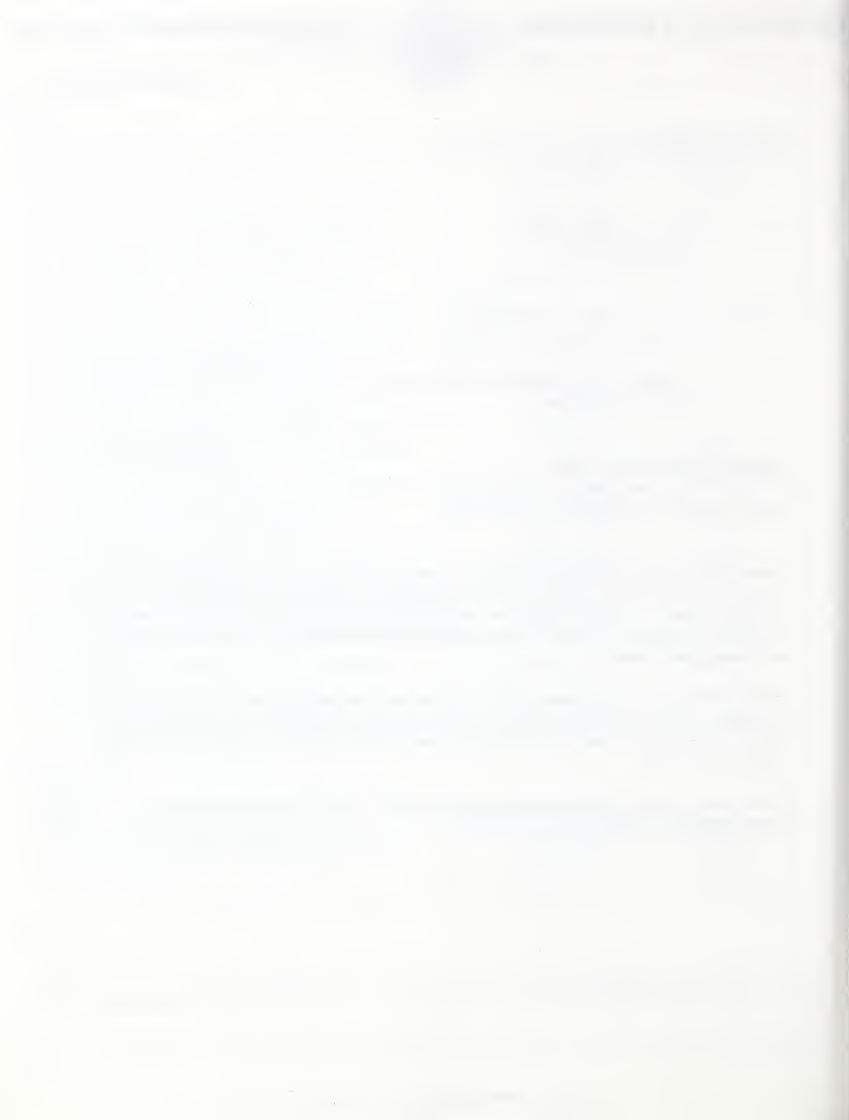
SAN FRANCISCO
PUBLIC LIBRARY**AMENDED MEMORANDUM**

This replaces the memo dated September 24, 1996.
Please disregard the September 24, 1996 memo.

Please be advised that the disability transfer program is suspended until further notice pending our review of procedures and criteria. No new applications for disability transfer will be accepted; vacancy availability will not be researched and referrals will not be made. **However, this office shall continue to assist departments in their efforts to timely process reasonable accommodation requests.**

Please advise interested employees, other than those who have made requests for accommodation pursuant to the ADA or State disability law, of other options available to them and refer them to review the job listings posted at 44 Gough Street and to make regular use of the Job Information Hotline at 557-4888.

Once our review of the program is complete, you will be notified. For further information, please contact Silvia Castellanos at 557-4855.





ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

MEMORANDUM

DEC 05 1996

SAN FRANCISCO
PUBLIC LIBRARY

BOX 41 M-2* A-1*
PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102

Date: November 26, 1996

To: Department Heads
Appointing Officers
Departmental Personnel Officers

From: Andrea R. Gourdine
Human Resources Director

RE: Cap on Exempt Appointments Under Charter Section 10.104, Categories 1-12.

Charter section 10.104 provides that all employments in the city and county government will be filled through the civil service selection process except those that it specifically excludes from these selection procedures (see Attachment A). Charter Sections 10.104, Sections 1-12 define specific categories of exemptions ranging from new authorizations (e.g., all supervisory and policy level positions within the office of the Mayor and the office of the City Administrator) to the continuation of many of the exemptions authorized by the previous Charter (e.g., Commission secretaries, department heads, et al). **Finally, the Charter also requires that the proportion of full time, exempt employees to the total number of civil service employees shall not be greater than such proportion as existed on July 1, 1994, unless modified by Civil Service Commission Rules and approved by the Board of Supervisors.**

Relevant data necessary to complete the formulas for the cap was captured from archived Department of Human Resources databases and surveys of departmental staff, and resulted in the following counts: The total number of actual employees in categories 1-12 on July 1, 1994 was reported as 473. The total number of full time City and County and School District employees on July 1, 1994, excluding part time, school term or as needed staff, equaled 25,441. Thus the percentage of exempt employees in categories 1-12 in the workforce on July 1, 1994 was approximately 2% (1.86%).

In comparison, the number of full time, exempt appointments in categories 1-12 on July 1, 1996, as reported in departmental surveys, totaled 506 within a workforce of 27,470 full time employees. The percentage of exempt appointments on July 1, 1996, (1.84%) was slightly below the percentage that existed on July 1, 1994.

Therefore, the City has reached the cap on exempt appointments under these categories and approval of any additional appointments will require the express approval of the Civil Service Commission. The Department of Human Resources can not approve any additional exempt appointments under charter provisions 10.104, 1-12 at this time, and requests for such appointments should not be submitted to DHR. Appointments to new positions within these categories (10.104, 1-12) including Special Assistants, must be provisional until the required Civil Service Commission approval is granted. The Rule which provides the authority for exceeding the cap was adopted by the Commission on November 18, 1996 and requires Board of Supervisors approval. Requests for new exemptions under 10.104, 1-12 will be considered after final Board of Supervisors approval which is anticipated in January, 1997, and the Department of Human Resources will issue specific instructions for the submission and processing of such requests within the next month.

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ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

Memorandum

DOCUMENTS DEPT.

Date: December 4, 1996

DEC 06 1996

SAN FRANCISCO
PUBLIC LIBRARYBOX 41
PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel ClerksFrom: Andrea R. Gourdine
Human Resources DirectorEdward M. Harrington
Controller

- Subjects: I. Extension of Temporary Requisitions and Appointments Due to
Expire on December 31, 1996
- II. Notice of Future Change in Extension of Requisitions and
Appointments

**Part I. Extension of Temporary Requisitions and Appointments Due to Expire on
December 31, 1996**

Routine temporary personnel requisitions and temporary and provisional appointments for all city and county departments will be extended to June 30, 1997 as detailed below and subject to the availability of funds in the department. The Controller and the Department of Human Resources reserve the right to not extend or to cancel any temporary requisitions as circumstances warrant (e.g. budget overruns).

TEMPORARY REQUISITIONS

Requisitions that are approved as of December 20, 1996 and have an expiration date of December 31, 1996, will be extended through June 30, 1997. Temporary requisitions issued after this notice may be submitted with an expiration date up to and including June 30, 1997.

Requisitions that expire on a date other than December 31, 1996 and those not approved on or before December 20, 1996 must be extended by departments through submittal of the Requisition Modification Form to extend time. Requisitions that your department does not wish to have extended as indicated above, should be canceled using the Requisition Modification Form. Questions regarding submission of modification forms or new personnel requisitions should be directed to Norma Gill, Certification Supervisor, at 557-4816.

APPOINTMENTS

1. All temporary civil service (TCS), temporary exempt (TE), limited tenure (LT), non-civil service (NCS) and provisional (PV), except Type F, appointments that are scheduled to expire on December 31, 1996 will be extended to June 30, 1997.
2. Non-civil service (NCS), as defined by Civil Service Rule 14, Article 1, Section 14.6.1, and as-needed provisional (PV) appointments, will be extended until June 30, 1997. Your department is responsible for monitoring the number of hours worked to assure that the employee does not work more than the maximum number of working hours (1040 hours in the calendar or fiscal year).
3. Non-civil service (NCS) and provisional (PV) appointments that are Type F (short term) will expire on the OA expiration date issued by DHR and will not be automatically extended. Contact the DHR EEO Division at 557-4837 regarding continuing these appointments beyond the expiration date.
4. Prepare and submit a Separation Report for temporary appointments that your department does not wish to extend.

Part II. Notice of Future Change in Extension of Requisitions and Appointments

It has been recent practice to automatically extend temporary requisitions and appointments which are due to expire at the end of a calendar or fiscal year. This practice has resulted in a large number of requisitions with outdated funding source codes and other information not linked to the current budget. Additionally, recent labor contract changes require that many temporary appointees with over 1040 hours service be given benefits. These fringe benefits have not been calculated as part of the budget process. It is the desire of both the Controller and the Department of Human Resources to reduce the inappropriate use of temporary requisitions and temporary appointments, and for departments to accurately reflect positions and funding sources in their budget and on requisitions.

This is notice that the Controller and the Human Resources Director will not recommend the automatic extension of temporary requisitions that expire on June 30, 1997. The Mayor's Office, Controller, and Human Resources departments encourage you to begin review with your department's budget staff to correctly reflect the funding of positions in your budget for FY 97-98.

The Department of Human Resources will be issuing specific instructions in January on the information and forms required for continued use of temporary requisitions. You should plan to allocate staff time in March and April to complete the required information. It will be essential for departments to update temporary requisition information which will be reviewed by the Mayor's Office and the Controllers prior to any approvals for extensions. Preparation and approval of new requisitions may be required in some cases.



ANDREA R. GOURDINE
HUMAN RESOURCES DIRECTOR

DOCUMENTS DEPT.

DEC 19 1996

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BOX 41
PUBLIC LIBRARY - CIVIC CENTER
Documents Section
100 Larkin Street
San Francisco, CA 94102
Don't Info Center

December 16, 1996

TO: ALL APPOINTING OFFICERS
DEPARTMENTAL PERSONNEL OFFICERS
PAYROLL PERSONNEL

FROM: Tanya A. Smith, Manager
Compensation Unit

Tanya A. Smith

RE: Compensation Manual Update

Please be advised that requests for Acting Assignment Pay are to be submitted to the **Controller's Accounting Office - Fund Accountant**. Please make this change to pages 1-3 in Section VII-C, Acting Assignment Pay, in your Compensation Manual.

Thank you for your cooperation.

